

St. Susanna Parish School Application Checklist



Please read and review the following documents:

- Welcome Letter
- Admissions Policy

Items to be completed and submitted to the school office:

- ☐ **Registration form** (filled out in its entirety)
- ☐ **Registration fee** (\$100 for one student or \$150 for two or more. Nonrefundable fee that can be paid via cash, check (made payable to St. Susanna School) or through Online Giving portal on parish website- New Student Registration Fee)
- ☐ **Birth certificate** (copy only)
- ☐ **Baptismal certificate** (copy only, required if baptized Catholic)
- ☐ **Immunization records**
- ☐ **Custody documents** (if applicable)
- ☐ **Release of records** (when registering for grades 1-8 only or repeating kindergarten)

St. Susanna Parish School Registration Form 2027-2028



Please print legibly in blue or black ink. **ALL FIELDS MUST BE COMPLETED.** Registration must be accompanied with registration fee, an official birth certificate, baptismal records (if applicable) and current immunization records.

Student Information:

Legal name of student (as it appears on birth certificate):

(First) (Middle) (Last)

Nickname: _____ Date of Birth (mm/dd/yy): _____

Gender: ☐ Male ☐ Female Current Grade Level: _____ Expected Grade Level: _____

Ethnicity: ☐ White/Non-Hispanic ☐ Black/Non-Hispanic ☐ Hispanic ☐ Multi-Racial ☐ Asian/Pacific Islander
☐ American Indian/Alaskan Native ☐ Other

What language does your child speak most frequently? _____

What language do you speak most frequently to your child? _____

Religion: _____ Registered at which parish? _____

School Information:

Public School District/Building of student's residence: _____

School currently attending: _____

Is your child currently receiving any of the following special services? ☐ ESL ☐ Gifted ☐ IEP/ISP
☐ Reading Specialist ☐ Math Specialist ☐ Speech/Language ☐ 504/Accommodation Plan

Is this student presently suspended or expelled from another school district? ☐ Yes ☐ No

If yes, name of school and district: _____

Has the student ever been retained? ☐ Yes ☐ No If Yes, grade level retained: _____

Name/City of previous school(s) and grade (s) attended:

1. _____ Grade(s): _____

2. _____ Grade(s): _____

Family Information:

Primary Phone: () _____ Primary Email: _____

Street: _____

City: _____ State: _____ Zip Code: _____

Status of Parents: ☐ Married ☐ Separated ☐ Divorced ☐ Never Married ☐ Mother Deceased ☐ Father Deceased

Are you the natural parents of the child? ☐ Yes ☐ No Are you the adoptive parents of the child? ☐ Yes ☐ No

If the mother and father's addresses are different, who has legal custody of the child? _____

Parent/Guardian: Name: _____
(First) (Last)

Relationship to student: ☐ Father ☐ Mother ☐ Legal Guardian ☐ Stepfather ☐ Stepmother ☐ Other: _____

Address (if different than student):

Street: _____

City: _____ State: _____ Zip Code: _____

Mobile Number: () _____ Work Number: () _____

Home Email Address: _____ Work Email Address: _____

Religion: _____

Occupation: _____ Employer: _____

Parent/Guardian: Name: _____
(First) (Last)

Relationship to student: ☐ Father ☐ Mother ☐ Legal Guardian ☐ Stepfather ☐ Stepmother ☐ Other: _____

Address (if different than student):

Street: _____

City: _____ State: _____ Zip Code: _____

Mobile Number: () _____ Work Number: () _____

Home Email Address: _____ Work Email Address: _____

Religion: _____

Occupation: _____ Employer: _____

Please list siblings that are yet to attend St. Susanna and expected enrollment year: _____

Please list the ministries at St. Susanna Parish in which you have been active during the past year: _____

St. Susanna Parish School admits students of any race, color, and national or ethnic origin. This school complies with The Decree on Child Protection which is promulgated by the Archbishop of Cincinnati. Our fingerprinting policy includes manual fingerprinting for employees and electronic background checks for all employees and volunteers.

Certain information requested is mandated under Senate ORC Bill 140 and Education Management Information System (Sections 3301-0714).

I, the undersigned, do hereby state and declare under penalty of falsification that I am the parent or legal guardian of the above named student and that this registration information is true and correct.

Signature of Parent/Guardian: _____

Date: _____

Additional Guardians (if applicable):

Parent/Guardian: Name: _____
(First) (Last)

Relationship to student: ☐Father ☐Mother ☐Legal Guardian ☐Stepfather ☐Stepmother ☐Other: _____

Street: _____

City: _____ State: _____ Zip Code: _____

Mobile Number: () _____ Work Number: () _____

Home Email Address: _____ Work Email Address: _____

Religion: _____

Occupation: _____ Employer: _____

Parent/Guardian: Name: _____
(First) (Last)

Relationship to student: ☐Father ☐Mother ☐Legal Guardian ☐Stepfather ☐Stepmother ☐Other: _____

Address (if different than student):

Street: _____

City: _____ State: _____ Zip Code: _____

Mobile Number: () _____ Work Number: () _____

Home Email Address: _____ Work Email Address: _____

Religion: _____

Occupation: _____ Employer: _____