



RE-ENROLLMENT GUIDE

NEW ONLINE FORM FOR THE 2021-2022 ACADEMIC YEAR

Notes to get you started

1. For students currently in **grades PK, K, 1, and 2**: please use the snapcode and follow the steps listed in the enrollment email.
2. For students currently in **grades 3, 4, 5, 6, and 7**: please logon to the PowerSchool Parent Portal. Choose your child's name and "Student Enrollment Icon" from the left hand side of the screen.
3. You are enrolling for 2021-2022.
4. The Diocese has updated **enrolling grade** to **next year's** grade.
5. Please do not include payment information at this time. **Your FACTS account will be charged according to your Re-Enrollment Fee Form.**

To complete the enrollment form, you will need the name, address, and date of birth. Please also have the following information ready. Some questions are marked "required" and others may be skipped.

- Student's city and state of birth
- Public school district student resides in (e.g., Loudoun County, Fairfax County)
- Public school would attend if not at SVCS
- Person responsible for tuition payments
- Ethnicity—Is student Hispanic or Latino, Y or N
- Race—category that applies:
 - American Indian or Native Alaskan
 - Asian
 - Pacific Islander
 - Black or African American
 - Caucasian
 - Multi-racial

- Language spoken at home, and secondary language if applicable
- Students primary doctor's name & phone number
- Insurance Company and policy #
- Medical considerations, allergies, medications taken
- Date of last tetanus shot

School directory and media release questions for 2021-2022.

- Include student in school directory, Y or N
- Media release:
 - Allowed to use student's photograph in media, Y or N.
 - Allowed to you student's photograph with name in media, Y or N.
 - **NOTE:** All students are included in yearbook unless specific request received.

You may provide up to seven (7) contacts for your student. Contact fields will be pre-populated with the 2020-2021 contacts, but you will be able to edit, add, and delete. You will be asked to rank contacts in order of priority for notification purposes. The Contacts section is a very important piece. You will need the following information:

- Provide or update contact name, relationship, phone (up to two), email (up to two), and the preferred method of contact.
- Depending on the relationship to the child, you may also be asked:
 - Country of birth
 - Marital status
 - Religion
 - Employer/occupation
 - If compliant w/ Child Protection-VIRTUS
- **IMPORTANT:** For each contact, you will also need to mark if the contact:
 - is someone to call in case of emergency
 - has legal custody of the child
 - is allowed to pick up student
 - lives with student.

You will be requested to upload documents—please SKIP the ones noted.

- Baptismal Certificate. **Skip this part**—all current students have submitted this.
- Health History Form / Health Form / Immunization Form. **Skip this part**—you will be asked for the appropriate form in the summer of 2021.
- Acceptable Use Form for computer/internet. **Skip this part**—you will be asked for the appropriate form, in the summer of 2021.

If applicable:

- If student has had testing for learning differences, upload results.
- If student has an IEP, upload a copy of the IEP.
- If there is a custody decree, upload a copy.