



February 26, 2015

Dear St. Mary Parent/Guardian:

Believe it or not, it is time to register for the 2015-16 school year. This process is an important one as it assists in developing a reasonable budget for the next year as well as determining staffing needs for each school.

**Students currently enrolled**

We are striving to make registration a bit easier for those already enrolled this school year. An email will be sent to you for each of your children attending St. Mary. When you click on the *student verification link*, it will allow you to check your demographic information, make any changes, add medical and emergency information for that student, delete any incorrect information, and lastly check yes/no/maybe that your child is returning to St. Mary for the 2015-16 school year. Each student's data needs to be verified. For example, if you have three children, you will verify each child individually. The process takes about 3-5 minutes.

All that is left is submitting the *registration checklist* giving us information on how you are paying tuition and attaching the \$50 registration fee for each student returning.

We trust taking care of registration and updating your information online makes it a bit simpler for you. We'll be happy to send home additional forms upon request. You may request forms via email using [admissions@smss.org](mailto:admissions@smss.org) or by calling the school at 270 442-1681 x286.

**New students/any students enrolling for the first time**

Any students entering school next fall who are not currently in our system (preschool through grade 11) will need to have a *paper registration form* on file with us.

*Registration forms and registration checklists* are available on our website to download and complete or may be obtained at each school location. Please submit your registration form and checklist with the registration fee attached.

**Preschool students**

All Preschool students must submit a *Preschool Day/Time form* along with a *registration form and registration checklist* if enrolling for the first time.

Children returning to Preschool please submit the *registration checklist, Preschool Day/Time form, and registration fee.*

Please complete your registration information and registration fees by March 30, 2015. For your convenience, we have included paperwork with this letter for your use.

We are happy to talk with you about concerns, special circumstances, needs, or questions. Situations will be addressed by working together to solve them; please don't hesitate to call. Thank you for being a part of our great St. Mary family,

Sincerely,

A handwritten signature in blue ink that reads "Eleanor M. Spry". The signature is fluid and cursive.

Eleanor Spry