



Holy Spirit Catholic School

3120 Parkwood Lane † Maryland Heights, MO 63043

Phone: 314-739-1934

Dear Parents,

Thank you for choosing Holy Spirit Catholic School! We provide a dedicated staff who will work with you to develop your child (ren) into nurturing, caring young men and women. In addition to an excellent academic curriculum, Holy Spirit Catholic School also offers many additional programs that develop leadership skills and build self-confidence. Our students are challenged to become the young people God created and desired.

Please note, physical examinations are required for students entering Preschool, Pre-kindergarten, Kindergarten, Grade 3, and Grade 6.

Again, thank you for choosing Holy Spirit Catholic School! We take pride in giving our students a Catholic elementary education which holds true value in forming your child(ren) in the ways of the Lord.

Sincerely yours,

A handwritten signature in black ink that reads "Mrs. Kelly Hewitt". The signature is written in a cursive, flowing style.

Mrs. Kelly Hewitt
Principal



HOLY SPIRIT CATHOLIC SCHOOL

3120 Parkwood Lane ✠ Maryland Heights, MO 63043

Phone: 314-739-1934

2019-2020

EARLY CHILDHOOD, KINDERGARTEN THROUGH GRADE 8

Holy Spirit Parish's policy is that the parent(s) or responsible guardian(s) of student(s) enrolled in the parish early childhood program and elementary school shall make tuition/fee payments on behalf of the student(s) for whom they are responsible. Tuition & fees for the 2019-2020 school year are as follows:

2019-2020 EARLY CHILDHOOD PROGRAM TUITION

5 Full Days	\$525/month (Sept-May)	\$4,725/yr
3 Full Days	\$425/month(Sept-May)	\$3,825/yr
5 Half Days (PK ONLY)	\$357/month (Sept-May)	\$3,213/yr
3 Half Days (PS ONLY)	\$305/month (Sept-May)	\$2,745/yr

EARLY CHILDHOOD PROGRAM FEES:

Pre-School & Pre-Kindergarten:

Registration/Book Fee

\$100 per child must accompany application

2019-2020 KINDERGARTEN THROUGH GRADE 8 TUITION

	<u>Annual</u>	<u>Semi</u>	<u>Monthly</u>
	(2% disc)	(1% disc)	
1 Student	\$4,100.00	\$2,029.50	\$372.73
2 Students	\$6,675.00	\$6,541.50	\$606.82
3+ Students	\$8,270.00	\$8,104.60	\$751.82

KINDERGARTEN THROUGH GRADE 8 FEES:

Kindergarten - Grade 8

\$100 per family must accompany application

Book Fee

\$175 per child paid through FACTS

(Book Fees include classroom fees, party fee and technology support)

ALL families will pay tuition & fees through FACTS, a tuition payment and processing system.

FACTS FEES:

No Fee for annual payment

\$10 FACTS Fee (one time) for semi-annual payments

\$43 FACTS Fee (one time) for monthly payments

FACTS accepts payments ACH through checking/saving accounts or credit card.

Questions:

Please contact Mrs. Kelly Hewitt, Principal: khewitt@holyspiritstl.org or 314-739-1934



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Tuition Payment Schedule 2019-2020

Holy Spirit Parish's policy is the parent or responsible guardian of a student(s) enrolled in the parish elementary school or early childhood program shall make tuition/fee payments on behalf of the student(s) for whom they are responsible **families should have this form turned in no later than Thursday, February 28, 2019.**

Student Name(s) & Grades: _____

Person responsible for paying tuition: _____

Relationship to student: _____

Email: _____ Phone: _____

K-8 Tuition

AMOUNT

1 child - \$4,100 2 children - \$6,675 3 children - \$8,270 \$ _____

Book Fee (per child) \$175.00 x _____ \$ _____

Registration Fee \$100.00 due with this form Kindergarten thru Grade 8

TOTAL DUE: BILLED AND PAID THROUGH FACTS \$ _____

Prekindergarten Tuition

3 Full - \$3,825 5 Half - \$3,213 5 Full - \$4,725 \$ _____

Registration/Book Fee \$100.00 due with this form Pre-Kindergarten

Preschool Tuition

3 Half - \$2,745 3 Full - \$3,835 5 Full - \$4,725 \$ _____

Registration/Book Fee \$100.00 due with this form Preschool

10% Discount on PS/PK Tuition if family also has child in K-8 minus 10% \$ _____

TOTAL DUE: BILLED AND PAID THROUGH FACTS \$

PLEASE CIRCLE PAYMENT PLAN:

ANNUAL – (2% Discount) SEMI-ANNUAL (1% Discount) MONTHLY

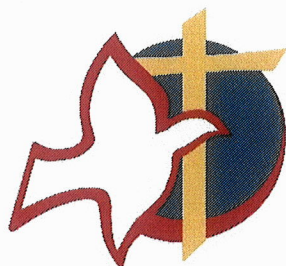
DISCOUNTS WILL BE CALCULATED IN FACTS WHEN PAYMENT PLAN IS CHOSEN.

I agree to meet my commitment to my child's catholic education through the agreed upon payment schedule.

Signed: _____ Date: _____

Questions: Please contact us at khewitt@holyspiritstl.org or 314-739-1934

Date Received _____ Check # _____ Cash _____



Holy Spirit Catholic School

**ATTENTION: ALL HOLY SPIRIT
Kindergarten thru
Grade 8 FAMILIES!!**

IMPORTANT SCHOLARSHIP INFORMATION FOR THE 2019-2020 SCHOOL YEAR

The application process will be available ONLINE ONLY

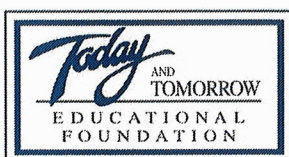
Go to www.ttef-stl.org

Monday, January 28th – Thursday, February 28th

Please be reminded some scholarships are on a
first come first serve basis!

This link will be posted on the parish website under
"Quick Links" and on FastDirect as well.

**ALL HOLY SPIRIT K-8 FAMILIES ARE
ENCOURAGED TO APPLY!**



ARCHDIOCESE OF ST. LOUIS



Roman Catholic Foundation
of
EASTERN MISSOURI

Scholarship Information for Parents for the 2019-2020 School Year

One application is used to apply for all scholarships funded by the Catholic Education Office, the Roman Catholic Foundation of Eastern Missouri, and the Today & Tomorrow Educational Foundation. To apply, please visit www.ttef-stl.org and click Apply Here. The Scholarship Office at TTEF will review your family's application and determine if your family is eligible for any awards offered based on each program's guidelines and funding availability. The application is online only and is free of cost!

For families applying to Archdiocesan/parochial elementary schools: Funding is available through Alive! In Christ for approximately 500 *new* awards for students of all faiths. Alive! In Christ is first-come, first-served and the maximum award is \$2,000. Residents of the City of St. Louis applying for Archdiocesan and private schools in the City may be eligible to receive Help for Today, Hope for Tomorrow. Maximum award in this program is also \$2,000 and approximately 350 new awards will be available.

Approximately 140 *new* awards will also be available through the Beyond Sunday scholarship program for Catholic families registered in a parish. The maximum award for new recipients in this program is \$1,750 and the application deadline is February 28th, 2019. Because demand is high and preference for Beyond Sunday scholarships is given to Catholic families registered in a parish, it is expected that all new awardees will be registered Catholics.

For families applying to Archdiocesan and private-Catholic high schools: Approximately 50 *new* Beyond Sunday Fellows scholarships will be available, primarily for incoming freshmen applying for Archdiocesan high schools. Due to high demand, it is expected that all new awardees will be registered Catholics. The maximum award for new recipients in this program is \$3,500 and the deadline to apply is February 28th, 2019.

For families currently receiving ANY scholarship: All families are encouraged to apply as early as possible. New *and* returning applications for Beyond Sunday, SOAR!, CFTA, and PEEF are due by February 28th, 2019. Alive! In Christ is first-come, first-served, including for all eligible siblings! City residents should also apply as early as possible to be considered for new awards in Help for Today, Hope for Tomorrow. Requalification applications for Alive! In Christ and Help for Today, Hope for Tomorrow may be submitted through May 1st, 2019. However, you **MUST** apply by February 28th to be considered for any other programs.

Catholic Families applying to Archdiocesan/parochial elementary and high schools may be able to receive funding *in addition* to Alive! In Christ, Help for Today, Hope for Tomorrow, or Beyond Sunday, through Catholic Families Tuition Assistance. Application deadline is February 28th, 2019.

Students of parish employees working 1,000 hours or more per year may receive funding *in addition* to Alive! In Christ, Help for Today, Hope for Tomorrow, or Beyond Sunday through the Parish Employees Endowment Fund. Application deadline is February 28th, 2019.

Families currently receiving a Beyond Sunday scholarship are not affected by the adjusted 18-19 award amounts. Requalifying awards are not subject to award amounts in Beyond Sunday unless an award would increase.

APPLICATION AVAILABLE JANUARY 28th, 2019!

***See Reverse for Important Additional Information
regarding Application Requirements!***

Important Additional Information

- Individual students may not receive more than one scholarship if awarded, not including Catholic Families Tuition Assistance and Parish Employees Endowment Fund. These funds may be awarded in addition to the other scholarships listed. Families may have multiple children receiving scholarships, depending on program guidelines.
- Documents needed to complete applications include:
 - High School Students are required to submit responses to two short answer questions and contact information for two references at the time of application to be considered for the Beyond Sunday Fellows Program. For more information about the Beyond Sunday Fellows Program, please visit www.ttef-stl.org or see the flyer *Beyond Sunday Fellows Frequently Asked Questions*.
 - Proof of residency (St. Louis City residents only): ONE of the following documents
 - Missouri Driver's License
 - Utility Bill
 - House/Apartment Lease or Deed
 - Bank Statement
 - W2
 - Federal Tax Return Form 1040
 - Government Assistance Award Letter
 - Proof of Income (see table below)

Please note that the income your family has listed on the application must be supported by all required documentation and confirmed by the TTEF scholarship office as eligible in order for an application to be considered complete!

Type of Income	ONE of the Following Proofs are Required for EVERY Type of Income You Receive
Adjusted Gross Income (Wages from employment and all other income reported on Federal Taxes)	<ul style="list-style-type: none"> • Pages 1 & 2 of your 2018 Federal Income Tax Return (Form 1040) (if not complete, 2017 will be accepted) <i>If you do not file taxes you may submit...</i> • 2018 W2 for all places of employment for you and your spouse <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Three paystubs from 2018 or 2019 for all places of employment of you and your spouse
If applicable, please provide proof of any supplemental income your family is receiving.	
Business Income	<p>NOTE: If this income is already claimed on your taxes, do not list the amount as additional Business Income on your application and do not submit additional documentation or your income will be calculated higher than it should be.</p> <ul style="list-style-type: none"> • Copy of your business tax return, financial statements or a notarized letter stating your total earnings
Child Support	<ul style="list-style-type: none"> • If court ordered, provide documentation stating amount of support and your name <p><i>If not court ordered, you may submit...</i></p> <ul style="list-style-type: none"> • Transaction record displaying your name and monthly or annual amount
Public Assistance Cash	<ul style="list-style-type: none"> • Award letter displaying name and award amount <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Transaction record displaying your name and monthly or annual amount
Food Stamps	
Social Security/SSI	
Unemployment/Worker's Comp	
Other (includes but is not limited to adoption or foster subsidies, tuition support from family, friends, or employer)	<ul style="list-style-type: none"> • If you have other sources of income not reported elsewhere, please provide notarized letters from your employer, family/friends providing financial assistance stating the annual amounts.

We look forward to providing your family with the opportunity to apply for scholarships funded by the following partners:



Scholarship Information for Parents for the 2019-2020 School Year

One application is used to apply for all scholarships funded by the Catholic Education Office, the Roman Catholic Foundation of Eastern Missouri, and the Today & Tomorrow Educational Foundation. To apply, please visit www.ttef-stl.org and click Apply Here. The Scholarship Office at TTEF will review your family's application and determine if your family is eligible for any awards offered based on each program's guidelines and funding availability. The application is online only and is free of cost!

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Catholic Families applying to Archdiocesan/parochial elementary and high schools may be able to receive funding *in addition* to Alive! In Christ, Help for Today, Hope for Tomorrow, or Beyond Sunday, through Catholic Families Tuition Assistance. Application deadline is February 28th, 2019.

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APPLICATION AVAILABLE JANUARY 28th, 2019!

***See Reverse for Important Additional Information
regarding Application Requirements!***

Important Additional Information

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- Documents needed to complete applications include:
 - High School Students are required to submit responses to two short answer questions and contact information for two references at the time of application to be considered for the Beyond Sunday Fellows Program. For more information about the Beyond Sunday Fellows Program, please visit www.ttef-stl.org or see the flyer *Beyond Sunday Fellows Frequently Asked Questions*.
 - Proof of residency (St. Louis City residents only): ONE of the following documents
 - Missouri Driver's License
 - Utility Bill
 - House/Apartment Lease or Deed
 - Bank Statement
 - W2
 - Federal Tax Return Form 1040
 - Government Assistance Award Letter
 - Proof of Income (see table below)

Please note that the income your family has listed on the application must be supported by all required documentation and confirmed by the TTEF scholarship office as eligible in order for an application to be considered complete!

Type of Income	ONE of the Following Proofs are Required for EVERY Type of Income You Receive
Adjusted Gross Income (Wages from employment and all other income reported on Federal Taxes)	<ul style="list-style-type: none"> Pages 1 & 2 of your 2018 Federal Income Tax Return (Form 1040) (if not complete, 2017 will be accepted) If you do not file taxes you may submit... 2018 W2 for all places of employment for you and your spouse <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Three paystubs from 2018 or 2019 for all places of employment of you and your spouse
If applicable, please provide proof of any supplemental income your family is receiving.	
Business Income	<p>NOTE: If this income is already claimed on your taxes, do not list the amount as additional Business Income on your application and do not submit additional documentation or your income will be calculated higher than it should be.</p> <ul style="list-style-type: none"> Copy of your business tax return, financial statements or a notarized letter stating your total earnings
Child Support	<ul style="list-style-type: none"> If court ordered, provide documentation stating amount of support and your name <p>If not court ordered, you may submit...</p> <ul style="list-style-type: none"> Transaction record displaying your name and monthly or annual amount
Public Assistance Cash	<ul style="list-style-type: none"> Award letter displaying name and award amount <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Transaction record displaying your name and monthly or annual amount
Food Stamps	
Social Security/SSI	
Unemployment/Worker's Comp	
Other (includes but is not limited to adoption or foster subsidies, tuition support from family, friends, or employer)	<ul style="list-style-type: none"> If you have other sources of income not reported elsewhere, please provide notarized letters from your employer, family/friends providing financial assistance stating the annual amounts.

We look forward to providing your family with the opportunity to apply for scholarships funded by the following partners:

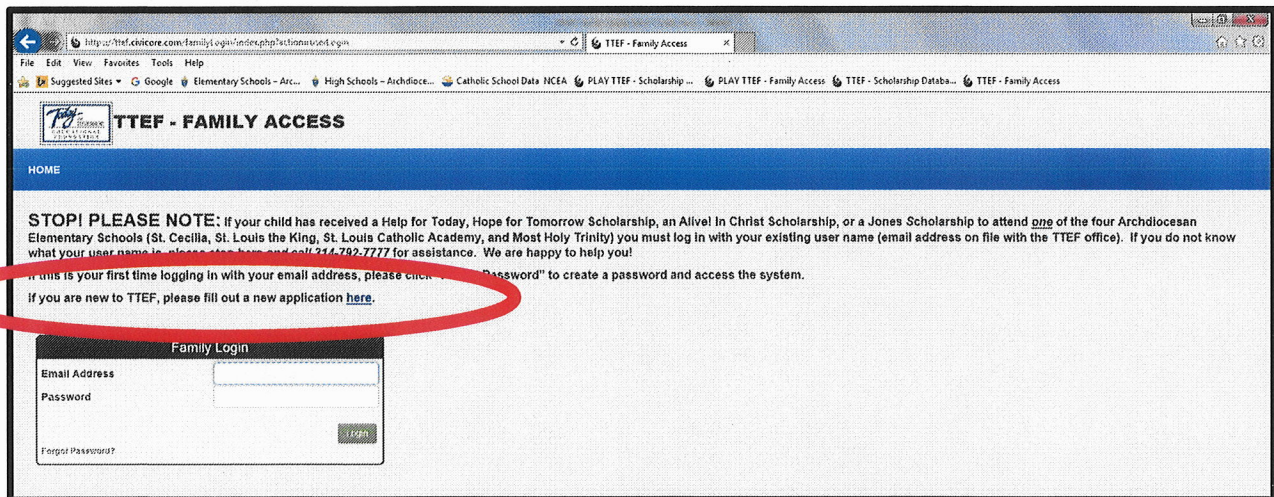


Unified Online Scholarship Application 2019-2020 New Family Instructions

PLEASE NOTE: The instructions below are for families who have never applied for a scholarship through the Today & Tomorrow Educational Foundation. If you have ever applied for a scholarship, you must log in with the email address we have on file for you. If you do not know what this email address is, please stop here and call 314-792-7777 for assistance. Duplicating your family with a new account if you have applied before will cause delays in processing your application. We are happy to help you!

Applying for a Scholarship as a New Family!

1. Open your web browser and type in the address for the TTEF website: www.ttef-stl.org and click the link **Apply Here!**
2. This site is used by families who are currently receiving a scholarship through TTEF and by families who are not. If you have never applied for a scholarship from TTEF, click the link to **fill out a new application**.
3. Please read the text at the top of the page completely before starting your application. All required questions must be answered before you can submit your application.



The screenshot shows the TTEF Family Access website. At the top, there is a navigation bar with links like 'HOME', 'TTEF - FAMILY ACCESS', and 'TTEF - Scholarship Database'. Below the navigation bar, a large 'STOP! PLEASE NOTE' message is displayed. The message states that if a child has received a scholarship from TTEF, the user must log in with their existing email address. If it is the first time logging in, the user should click a link to create a password. A red circle highlights the text: 'If this is your first time logging in with your email address, please click here to create a password and access the system. If you are new to TTEF, please fill out a new application here.' Below the message, there is a 'Family Login' form with fields for 'Email Address' and 'Password', and a 'Login' button. A link for 'Forgot Password?' is also present.

4. Enter your primary email address in the Login Information **Email Address** box and create a password that you will remember. In the Parent/Guardian 1 and Parent/Guardian 2 sections, please enter all required fields and any additional information that you are able to provide.

WARNING: Revision "testData" Currently Loaded

Login Information

Please complete the fields below to create an account that will be linked to your family's application. You may "Save" your application and upload required documents at a later date and time. Certain questions must be answered before saving. Your application will not be considered until all necessary supporting documents have been uploaded and verified by our Scholarship Administrators. Failure to complete a required field will result in an incomplete application that will not be processed.

* Email Address
* Password
* Confirm Password

Parent/Guardian 1

Title
-- Select --

* First Name
Middle Initial
* Last Name
Suffix
* Relationship to child(ren)
-- Select --
* Marital Status
-- Select --
* Address
* City
* State
-- Select --
* Zip Code
* Primary Phone Number
* Primary Phone Type
-- Select --
Other Phone Number
Other Phone Type

5. The Family Qualification Information section determines eligibility for some scholarships and financial aid programs that are limited to residents of St. Louis City (Help for Today, Hope for Tomorrow) or Catholic families (Catholic Families Tuition Assistance). If you are a resident of St. Louis City and are applying for one or more children to attend an elementary school in St. Louis City, you will be required to upload one proof of residency. A valid proof of residency can be a copy of a utility bill showing your name (or your spouse's entered on application) and your street address in the City; a copy of your/your spouse's Missouri Driver's License; or your/your spouse's Missouri Voter Registration Card.

WARNING: Revision "testData" Currently Loaded

Family Qualification Information

Some scholarships are reserved for residents of St. Louis City and/or for Catholic families. The information you submit in the questions in this section will help determine your eligibility for different scholarship programs.

* Resident in the City of St. Louis?
-- Select --

* Religious Affiliation
-- Select --

If you select Catholic as your Religious Affiliation you will be prompted to type your home parish in the box and answer if you are a registered parishioner or not (Yes/No). Once you see your parish listed below the search box where you typed the name, click in the circle next to the parish name to select it as your home parish.

Some scholarships are reserved for residents of St. Louis City and/or for Catholic families. The information you submit in the questions in this section will help determine your eligibility for different scholarship programs.

* Resident in the City of St. Louis?
☐ Select -- ☒

* Religious Affiliation
 Catholic ☒

Home Parish
 Ascension ☒

Are you a registered Parishioner there?
☐ Yes ☒ No

- To enter household financial information, answer all questions that are required and upload at least one listed document for your Adjusted Gross Income and for any additional income that you need to report in the Yes/No questions below. If you are unable to upload your required documentation, you may submit it via email to ttef@archstl.org, fax to 314-792-7629, or mail to TTEF at 20 Archbishop May Dr., St. Louis, MO, 63119. Your application will not be considered complete until all required documentation is received and verified as matching the income reported on the application.

Household Financial Information

* School Year
 2015-2016

* Number of Adults * Number of Children

Adjusted Gross Income

Do you file a Federal Income Tax Return?
☐ Yes ☒ No

Adjusted Gross Income This is the income of you and your spouse (if you are married) and can be found on Line 37 of your Federal Income Tax Return (Form 1040). If you do not have this form, please list your Adjusted Gross Income and submit your W2. If you do not have a W2, please submit at least one pay stub.
 \$

Adjusted Gross Income Documentation
 No file is currently uploaded.

Adjusted Gross Income Documentation 2
 No file is currently uploaded.

Business Income from Self-Employment

* Business Income from Self-Employment?
☒ Yes ☐ No

Annual Business Income from Self-Employment
 Amount Please list this income if it is not already included on the form 1040 you are submitting.
 \$

Business Income from Self-Employment Documentation
 No file is currently uploaded.

- Carefully enter application information for each student in your family in grades K-12 who you would like to be considered for a scholarship. Grade and school information must be entered for the 2019-2020 school year. To add additional students, click the green **+Add another student** button. The short-answer responses and reference contact information required to be considered for Beyond Sunday Fellows are located at the END of the application.
- Read the Conditions of Ongoing Tuition Grant and click in the box next to each statement to certify that you agree.

Conditions of Ongoing Tuition Grant

☐ I promise to pay my child(ren)'s school account in a timely and responsible manner.

☐ I certify that all financial information provided to the school and to the TTEF (through this application) to determine our eligibility is true and complete to the best of my knowledge. I agree to provide additional proof, if asked, that the information given to the school and TTEF is true and acknowledge that failure to do so will result in a loss of the tuition grant.

☐ I promise to ensure at least 90% daily attendance of my child(ren) or risk losing the scholarship.

9. When you have completed all the required questions, click submit at the bottom of the page to be sure your application is sent to TTEF Staff. Remember, your application will not be considered complete until all required documentation is received. **The next page will display information about submitting the short-answer responses and contact information for references required to be considered for the Beyond Sunday Fellows High School program, if applicable.**

IMPORTANT INFORMATION FOR SUBMITTING ADDITIONAL DOCUMENTATION


After clicking Submit, you will be redirected to a page that provides instructions for submitting any financial and residency documentation that you were not able to submit. Please click **Print Form** and follow instructions on the form to submit any documents listed that still need to be submitted. Please do not send duplicate copies of documents already submitted.

PLEASE REMEMBER that the short answer responses and reference contact information must be submitted through the online application system by the deadline of February 28th, 2019. Due to high volume, we cannot accept mailed, emailed, or faxed responses. You will be able to access this page to submit or edit responses until February 28th, 2019. Letters of reference are not to be submitted and will not be considered.

By submitting the online application form, you are also creating a TTEF account that you can log into to apply each year and submit required signatures each semester if your child is awarded.

**NOTE: You will receive an automatic email after submission of Steps 1-4.
If you are missing any documentation, this does not mean your application is complete,
only that the online form was submitted for Steps 1-4.**

PLEASE REMEMBER that the short answer responses and reference contact information must be submitted through the online application system by the deadline of February 28th, 2019. Due to high volume, we cannot accept mailed, emailed, or faxed responses. You will be able to access this page to submit or edit responses until February 28th, 2019. Click the green button "Beyond Sunday Responses" to open the box where you will submit the short-answer responses and references.

**TTEF - FAMILY ACCESS**

WARNING: Revision "finalTestDatabase" Currently Loaded View this? X

Do this? Logout

HOMEAPPLICATIONSTUDENTS PARENT SIGNATURE PAGE (SVR)

Step 5: Submitting Additional Required Information

Instructions

Step 1: Family Information

Step 2: Student Information

Step 3: Financials

Step 4: Verification

Step 5: Submitting Additional Required Information

Thank you for submitting your 2017-18 scholarship application to the Today and Tomorrow Educational Foundation!
You will receive an automatic email momentarily confirming receipt of the online application form.
You may contact our office at 314-782-7777 or by email at ttef@archstl.org with any questions.

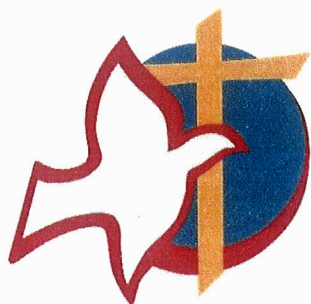
If you did not upload your required financial documents, please remember that you must do so for your application to be considered. You may click "Print Form" below to print your "Required Supporting Documents Form". The form is completed for you with the information you need to provide the TTEF office to complete your scholarship application. Place the form in an envelope with copies of the required listed documents and mail to TTEF, 20 Archbishop May Dr., St. Louis, MO 63119 or fax to 314-792-7629. This form is NOT required if you have successfully uploaded every required document.

Each student you have entered a high school application for is listed below. The student(s) must respond to TWO of the following questions in 100 words or more AND submit contact information for two references to be considered for the Beyond Sunday Fellows program. These responses must be entered directly into the space available. This form will be accessible ONLY until February 28th, 2019. You may return to this page until this deadline to review, submit, and edit responses. Due to high volume, emailed, faxed, and mailed short answer responses and edits will not be considered. We are also unable to accept emailed, faxed, or mailed contact information for references and cannot accept any letters of recommendation.

PLEASE NOTE that students will be awarded based on these responses AND income eligibility of your family. To be considered income-eligible, the income (before any change) that you have listed on your application must be supported by all required documentation and confirmed by the TTEF scholarship office as eligible according to the Beyond Sunday Income Guidelines by February 28th, 2017. If you intended to apply for a high school student and do not see their name listed below, please email ttef@archstl.org immediately for support.

Student	School	Grade
Doll, Skipper	Barst Academy	9th

Beyond Sunday Responses



Holy Spirit Catholic School

New Student APPLICATION

2019-2020 School Year

For Office Use Only

Received: ____/____/____

Received by: _____

Application Fee Paid: _____

Family Account #: _____

Tuition Assistance: ☐ Yes ☐ No

☐ T&T ☐ AAS ☐ ACA ☐ Other

Received:

☐ Transcripts

☐ Birth Certificate

☐ Discipline Record

☐ Immunizations

☐ Baptismal Record, if Catholic

☐ Sibling Consideration

Name(s) of Sibling(s) Attending:

Student's Name _____

Grade Applying To: ☐ PreS ☐ PreK ☐ Kdg. ☐ 1st ☐ 2nd
☐ 3rd ☐ 4th ☐ 5th ☐ 6th ☐ 7th ☐ 8th

Please complete the entire form. Please print legibly.

If you have any questions regarding this form, please contact
Mrs. Kelly Hewitt, Principal, or Mrs. Kate Ayres, Secretary, at (314) 739-1934

STUDENT INFORMATION

Legal LAST Name	Legal FIRST Name	MIDDLE Name	Preferred FIRST Name
-----------------	------------------	-------------	----------------------

Home Address (Number, Street, Apt. #)	
---------------------------------------	--

City / State / ZIP	Home Phone ()
--------------------	-------------------

Date of Birth (Month/Day/Year) ____/____/____	Student's Social Security Number (Optional) ____-____-____	Gender (check one) <input type="checkbox"/> Male <input type="checkbox"/> Female
--	---	---

Place of Birth (City, State and Country if not the US)	Primary Language Spoken at Home
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Student's Religion	Church Attending (if applicable)	Pastor
--------------------	----------------------------------	--------

Describe the family situation (check all that apply)

☐ Married ☐ Single ☐ Separated ☐ Divorced ☐ Deceased (Father/Mother/Both) ☐ Other: _____

☐ Father has custody* ☐ Mother has custody* ☐ Joint custody* ☐ Guardian has custody*

**If applicable, please submit a copy of the court-mandated parenting plan with the application.*

Student lives with (please check all that apply):

☐ Both parents/guardians ☐ Mother ☐ Father ☐ Mother/Stepfather ☐ Father/Stepmother

☐ Grandparent(s) ☐ Other: _____

The following information *is optional* (check all that apply for the student)

☐ Amer. Indian/Native Alaskan ☐ Asian ☐ Black ☐ Hispanic ☐ Native Hawaiian/Pac. Island ☐ White ☐ Other: _____

Public School District in Which the Family Resides	Public School Student Would Attend in District
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SCHOOL BACKGROUND OF STUDENT (Include Preschool)

Name of School	Address	Grade(s)	Reason for Leaving

SIBLING INFORMATION					
Name		Birth Date	Grade in 2018-19	School Attending (Indicate if applying here)	

PARENT / GUARDIAN INFORMATION					
<input type="checkbox"/> Person responsible for tuition					
Prefix	FIRST Name	MIDDLE Name	LAST Name	MAIDEN Name	Preferred FIRST
Home Address (Number, Street, Apt.)				City / State / ZIP	
Home Phone		Cell Phone		Work Phone	Email
Employer and Position			Religion and Parish (or Church, if not Catholic)		

PARENT / GUARDIAN INFORMATION					
Prefix	FIRST Name	MIDDLE Name	LAST Name	MAIDEN Name	Preferred FIRST
Home Address (Number, Street, Apt.)				City / State / ZIP	
Home Phone		Cell Phone		Work Phone	Email
Employer and Position			Religion and Parish (or Church, if not Catholic)		

STEP-FATHER INFORMATION					
Prefix	FIRST Name	MIDDLE Name	LAST Name	Preferred FIRST	
Home Address (Number, Street, Apt.)				City / State / ZIP	
Home Phone		Cell Phone		Work Phone	Email
Employer and Position			Religion and Parish (or Church, if not Catholic)		

STEP-MOTHER INFORMATION					
Prefix	FIRST Name	MIDDLE Name	LAST Name	MAIDEN Name	Preferred FIRST
Home Address (Number, Street, Apt.)				City / State / ZIP	
Home Phone		Cell Phone		Work Phone	Email
Employer and Position			Religion and Parish (or Church, if not Catholic)		

GRANDPARENT INFORMATION	
Paternal Grandparent(s) Name(s)	
Home Address	City / State / ZIP
Maternal Grandparent(s) Name(s)	
Home Address	City / State / ZIP

FAMILY NAME _____

MEDICAL INFORMATION (MUST BE COMPLETED FOR ALL STUDENTS IN A FAMILY)

Student's Physician _____ Phone () _____

Student's Dentist _____ Phone () _____

Hospital where student should be taken if parent or physician is unavailable _____

Allergies and other Medical Conditions (check all that apply)

☐ Allergies: _____

☐ Food Allergies: _____

☐ Asthma ☐ Diabetes ☐ Epilepsy/Seizures ☐ Heart Problems ☐ Recurring Illness

☐ Other Medical Concern: _____

☐ Medications are to be taken at school (please complete Medication Authorization form)

EMERGENCY CONTACTS (OTHER THAN PARENT/GUARDIAN – TWO ARE REQUIRED)

By listing a person as an Emergency Contact, they are also allowed to pick up the student from school.

Name	Relationship to Student	Phone(s)
#1 (required)		()
#2 (required)		()
#3 (optional)		()
#4 (optional)		()

In case of accident or serious illness where I and the people designated above are unable to be reached, I hereby authorize the school to call the physician or dentist listed and to follow his/her instructions. If the physician or dentist is unable to be contacted, the school may make whatever arrangements are deemed necessary.

Parent/Guardian signature Print name Date

ADDITIONAL INFORMATION

Has this student ever been evaluated for:

☐ Learning Disability ☐ Behavioral Disorder ☐ Speech Therapy ☐ Physical Therapy
☐ Occupational Therapy ☐ Language Disability ☐ Counseling (individual) ☐ Counseling (family)

Date of evaluation, if checked above: _____ Place: _____

Name of evaluator: _____

Diagnosis(es): _____

Does this student have an IEP? ☐ Yes ☐ No Date Implemented: _____

If "yes," we will need a copy of the IEP for our records.

SACRAMENTAL INFORMATION (CATHOLIC STUDENTS) CERTIFICATES REQUIRED

Sacrament	Date	Parish	Location
Baptism			
First Reconciliation			
First Communion			
Confirmation			

To the best of my/our knowledge, the above information is true and correct. (Parent(s)/guardian(s) are reminded that misrepresenting this information will hinder the school's ability to adequately care for the student.)

Parent/Guardian signature Print name Date

- CONTINUED ON REVERSE -

Please indicate how you heard about Holy Spirit Catholic School:

Were you referred by a current Holy Spirit Catholic School family? If so, please list the family name:

Statement of Confidentiality:

It is the policy of this school that all information received regarding an applicant's application will be treated with complete confidentiality. Only authorized school personnel have access to such information.

Non Discrimination Policy:

Holy Spirit Catholic School will admit students of any race, religion, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to our school. This school will not discriminate on the basis of race, religion, color, or national and ethnic origin in admission policies, scholarships, athletic, and other school administered programs.

***Please submit this completed application along with the non-refundable fee of \$100 per child
(Make check/money order payable to "Holy Spirit Catholic School")***

**Upon receipt and review of completed application materials,
all applicants will be informed of their acceptance status.**

Contact Us

Mrs. Kelly Hewitt, Principal
3120 Parkwood Lane
Maryland Heights, MO 63108
Phone: 314-39-1934
Fax: 314-739-7703
www.holyspiritstl.org