[[1]](#endnote-1)

 Saint Mary Magdalene Catholic School

1. 2022-2023 Admission Checklist

To secure your child’s spot, please complete the following tasks as soon as possible. For all returning families, your child’s tuition account must be in good standing to re-enroll your child.

Registration for 2022-2023 is only open to current families, however it will be open to new families beginning February 15th. Your student’s registration is first come/first serve and dependent on all paperwork and registration fees being returned.

 **Students (new and returning)**

	* **Complete SMM registration application**.
	* **Complete Diocese of Columbus registration application**.
	* **Pay $100.00 registration fee…$125 after February 15th and $150 after March 1st.**
		+ To pay with cash or a check, please bring payment to Paola Flores in the front office. Checks payable to “Saint Mary Magdalene School”.
	* **Enroll in FACTS (online tuition management):**
		+ <https://online.factsmgt.com/signin/3WQ29> ⇒ “Create a username and password” (unless you already have an account from the 2020-2021 academic year)
		+ Continue to follow the prompts and complete the following:
			- **“Payment Plan and Billing”**
			- **“FACTS Grant and Aid”**: This only needs to be completed if you are interested in receiving grant or aid (Saint Mary Magdalene tuition assistance, diocesan tuition assistance (DEADLINE MARCH 15), need-based scholarships, etc.), or if you would like to be considered for low-income qualification.
	* **Free and reduced lunch application**
	* **Ed. Choice Scholarship** (if applicable)
		+ **Proof of address** (utility statement)
		+ **Ed. Choice application/renewal form/transfer form**
		+ **Copy of birth certificate** (new applicants only)
		+ **Income Verification (W2, previous year tax info)****New Students and Incoming Kindergarten Students**

	* **Immunization Records**
		+ These can be dropped off in the front office or sent via fax, email, or mail.
	* **Transfer Student Application**
		+ This form and paperwork must be returned for all incoming 1st-8th grade students. Incoming kindergarten students, who did not attend SMM preschool, should have form completed by preschool or day care if applicable.
	* **Custodial Documents** (if applicable) [↑](#endnote-ref-1)