



REGISTRATION CHECKLIST

2023-24

St. Agnes School registration forms and information can be found on our webpage under the Admissions tab. Complete, sign, and return all registration forms listed below to the school office by **JUNE 1, 2023**. A Registration Checklist is provided below. Please use this checklist to verify that you have completed all the required forms. Incomplete registration packets will not be processed. If you have any questions, please contact the school office at (925) 689-3990.

If you have not already done so, please create an account for FACTS Tuition Management. Information and a link to their site can be found on the Registration page.

EACH FAMILY MUST COMPLETE THE FOLLOWING FORMS:

- Student Admission & Parent Responsibility Agreement
- Emergency Health Information (*complete one per child*)
- Disaster Drill Procedures & Emergency Dismissal Form
- Emergency Kit Supply List (build your own)
- Emergency Kits Order Form
- Home Language Survey
- Family Survey Comparable Data
- Scrip Opt-out Form
- Code of Conduct Contract
- Technology Acceptable Use Policy
- School Directory Form
- Consent for Counseling (*complete one per child*)
- Report of Health Examination (*new students only, complete one per child*)

Optional forms:

- Optional Fees From for: Registration Fee Daycare & Yearbook purchase
- Daycare Registration Packet
- Directory Advertising Form
- Spirit Shirt Order Form

Volunteer service hour registration:

Follow the link on the Registration page to the SignUpGenius volunteer page. This year each position has been assigned a letter indicating what hours will be fulfilled. Please refer to the Coding Box for details.

Make sure you complete the first three sections noted below.

- Development (Auction/Bocce)
- General Hours
- Maintenance