

Welcome Future Saints

New Family Checklist

**Step
1**

Go to school.stmaryspontiac.org, click ENROLL and submit:

- Copy of birth certificate
- Release of records form (if applicable)
- IEP (if applicable)
- \$22 non-refundable FACTS processing fee



**Step
2**

Family Portal
Watch for an email from FACTS Management to set up your family account. Click on the link to complete the registration packet and select a payment plan for tuition. A \$100 non-refundable St. Mary's registration fee is paid online at this time.

**Step
3**

Financial Aid
Tuition assistance is available for students in Grades K - 8. For a list of opportunities and to see if you qualify, please visit our website under Admissions > Tuition Assistance.



**Step
4**



Become a volunteer
All volunteers must complete the Safe Environment Program. Instructions can be found at 'Volunteer' on our homepage.

**Step
5**

Communication
Be sure to watch for emails and text messages from our Parent Alert System. Look for our weekly school bulletin in your email every Thursday.



**Step
6**

Submit physical and immunization records by the first day of school.

**Step
7**

Add money to your child's lunch account online in Facts Management.

**Step
8**

Be sure to Like us on Facebook ([smsaints](https://www.facebook.com/smsaints)), follow us on Instagram ([stmaryspontiac](https://www.instagram.com/stmaryspontiac)), and watch livestream events on our YouTube channel (St. Mary's Live).

