

# Welcome Future Saints

## New Family Checklist

### Step 1



CLICK APPLY NOW  
and submit:

- Copy of birth certificate
- Release of records form (if applicable)
- Covid release form
- \$20 non-refundable FACTS processing fee

### Step 2

#### Financial Aid

Tuition assistance is available for students in Grades K - 8. For a list of opportunities, please visit our website under Admissions > Tuition Assistance.



### Step 3

#### Account Management

Watch for an email from FACTS to complete registration and select a payment plan for tuition. \$25 non-refundable St. Mary's registration fee is paid online at this time.



### Step 4

#### Become a volunteer

All volunteers must complete the Safe Environment Program. Step-by-step instructions can be found on our website under School Life > Volunteer.



### 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

**amazon**smile

You shop. Amazon gives.

Be sure to Like us on Facebook,  
Follow us on Instagram. and look for us  
at [smile.amazon.com](https://www.smile.amazon.com).



St. Mary's School  
414 N. Main St.  
Pontiac, IL 61764  
Ph. (815) 844-6585

[stmaryspontiac.org](https://www.stmaryspontiac.org)

