

REGISTRATION FOR 2015-2016

1. Registration Fees for 2015-2016 were collected in March
2. To complete the registration process and guarantee enrollment for 2015-2016 all registration forms must be complete by **May 22, 2015**. *A \$200 per family late fee will be assessed if forms are not submitted by the due date.*
3. The following accounts must be clear before you can register:
 - All Parent Club Commitments for volunteer hours, fundraising dollars, and Scrip purchases
 - Athletic Hours
 - Tuition and School Fees
 - Extended Services Fees (invoices dated 3/31/15 or earlier)

Your statements for these accounts were sent home on May 11. **If you have an outstanding balance please submit a check to the school office.** *It could take a couple of days for the office to process your payment and authorize your Schoolspeak account for registration.*

4. St. Ignatius has contracted with Schoolspeak for data management services and you will use this portal to complete registration forms You will receive an **email from StIgnatius@Schoolspeak.com** . The email will include a *unique login and password* for your Schoolspeak account. Please follow the directions in the email to login to Schoolspeak. If you do not receive this email by Thursday, May 14 please first check your junk mail folder then email khtridge@stignatiussac.org .
5. When the accounts listed above are clear, you will be able to complete **registration forms on Schoolspeak**. If you receive an error message when you try to register then you may have an outstanding balance.
6. For graduating and transferring families, report cards will be held and records will not be sent to another school until all accounts are clear.
7. You will also use Schoolspeak to **enter parent hours**, view reports on your fundraising dollars, and scrip purchases, access school family contact information and other items related to school data. You may begin entering hours for 2015-2016 now. Fundraising and Scrip reports will be available next school year.

8. Details about the exact forms that need to be complete by May 22 are on the second page of this document.

When you click on the link for Registration on Schoolspeak you will see this list. Numbers 1-4 need to be complete by May 22.

- 1 [REGISTRATION for 2015-2016 for ALL Students Pre-8th Grade](#)
- 2 TUITION and Fees Payments for ALL Students in Preschool-8th Grade
- 3 [New Preschool Students Forms](#)
- 4 [Returning Preschool Students Form](#)
- 5 Kindergarten and First Grade Immunizations & Physical Examination Form
- 6 [Allergy Action Plan for All Students with Severe Allergies](#)
- 7 Medical Release for Sports for 5th to 8th Grade
- 8 [Fingerprinting Form for ALL Adult Volunteers](#)
- 9 [Shield the Vulnerable Training for ALL Adult Volunteers](#)
- 10 Driver Verification Form for ALL Volunteer Field Trip Drivers
- 11 [Supply Lists](#)

When you click on item #1 “REGISTRATION for 2015-2016 for ALL Students Pre-8th Grade” you will see this list. Steps 1-3 are our essential school forms and must be complete by May 22.

Step 1 : All Families: Review and update all profiles (yours, child(ren)'s and spouse's). [Go>>](#)

Step 2 : All Families: Complete the Enrollment Agreement. [Go>>](#)

Step 3 : TK-8th Grades: Complete the Parent Club Contract. [Go>>](#)

Step 4 : TK-8th Grades: Complete the Non-Profit Schools Title I Survey. [Go>>](#)