



NEW STUDENTS: ONLINE APPLICATION AND REGISTRATION INSTRUCTIONS

Welcome to St. Peter the Apostle Catholic School!
We are grateful that you have chosen us to be partners with you in educating your children.

Please note: ALL Applications for Enrollment MUST be submitted online: To streamline our enrollment process and provide a more efficient experience for families, St. Peter the Apostle Catholic School has transitioned to a fully online enrollment system through FACTS Management.



NEW STUDENT ENROLLMENT APPLICATION:

<https://sis.factsmgmt.com/admissions-parent/home?districtCode=spac-ca&memberId=19863>

Important Information:

- A non-refundable **\$25 NEW STUDENT Application fee** is required for each *newly submitted* application.
- All new student Enrollment must be completed online through FACTS Management; Paper applications are no longer accepted.
- Applications will not be processed until the application fee has been paid.
- Applications that are accepted must then complete Enrollment Packet.
- Student Registration Fees will be billed through FACTS Management
 - **Student Registration Fees are \$250 per student (can increase to \$350).**

NEW Student Enrollment/Registration:

1. Create a FACTS account (if you do not already have one).
2. Start Application
 - Complete all required application fields for each student.
 - Upload any required supporting documents i.e. Birth Certificate, Baptismal Certificate, Immunization Record, Report Cards (if applicable)
 - Submit the application and pay the **\$25 Application fee**.
3. Once submitted, the school office will review your application and contact you regarding next steps.
4. If approved, **Enrollment Packet must be completed to be Enrolled upon confirmation.**
 - **Student Registration Fees are \$250 per student (can increase to \$350).**
 - **PRESCHOOL: Must PHYSICALLY submit Preschool Licensing Packet to Office**

Need Assistance? If you have questions or need help completing the online application, please contact the school office.