



# FATHER MARQUETTE CATHOLIC ACADEMY

## APPLICATION AND ENROLLMENT PROCESS

Welcome to our program! We're excited you're interested in enrolling. This document outlines the steps for enrollment at Father Marquette Catholic Academy.

### **Step 1: Application and Registration Fee**

- ☐ Complete the enrollment application form (available [online](#) and at our office).
- ☐ Submit the application along with a non-refundable registration fee.

Important Note: We will not cash your registration fee until your application is accepted. If your application is not accepted, the registration fee will be returned to you.

### **Next Steps**

Once we receive your application and registration fee, we will review it and contact you regarding the following steps. These include:

- ☐ A meeting with our principal and a school tour
- ☐ An assessment/screening
- ☐ Additional documents required for enrollment
  - ☐ Birth certificate
  - ☐ Immunization record

### **Finalization for Accepted Applicants**

Upon acceptance, these documents will be required, if applicable:

- ☐ [Health Appraisal](#) (only required for PreK and Kinder)
  - ☐ Oral Health Screen within 6 mo of start date
- ☐ [Records Request](#)
- ☐ [Facts Payment Plan](#) set up
  - ☐ summer for fall starts, immediately for mid-year
- ☐ [FERPA Consent](#) (Family Educational Rights and Privacy Act)
- ☐ Grant and Aid Application (online)
- ☐ [First-day forms](#) if enrolling **mid-year**----->>

We look forward to receiving your application!

If you have any questions about the enrollment process, please contact us at 906-225-1129 or [secretary@fathermarquette.org](mailto:secretary@fathermarquette.org).

#### **Returned to FMCA office:**

- ☐ Family Information Verify Form
- ☐ Technology (2-8, Staff)
- ☐ Covenant
- ☐ Free and Reduced Lunch App, optional
- ☐ PreK Forms:
  - ☐ Child Information Record (CIR)
  - ☐ Good Health Statement
  - ☐ Handbook Acknowledgement
  - ☐ Handbook (Online)
  - ☐ Late Pick Up Fee

#### **Information Only for Parents:**

- ☐ MAPS Transportation (bussing)
- ☐ Pesticide Notification
- ☐ Virtus Program