

REGISTRATION PROCEDURES
MONDAY, AUGUST 8, 2011
8:30am-11:30am AND 5:00pm-6:30pm

WHEN TO ARRIVE

Registration will be from **8:30 a.m. until 11:30 AND 5:00 p.m. until 6:30 p.m.** You may register at the time that is most convenient to you. Just remember that it may be a little crowded when the doors open at 8:30 a.m.!

WHERE TO BEGIN

Upon arrival, enter the doors at the **North Entrance** of **ST. EDWARD HALL (2nd entrance facing Germantown Road)**. Proceed down the hall to turn in your:

- Green card
- Immunization Card (Completed by your child's physician) –**IF YOU ARE IN 7th GRADE or KINDERGARTEN or NEW TO ST. FRANCIS SCHOOL** (Any Grade)
- Distribution of Medicine Policy (if applicable)
- Home & School Membership & Parent Participation form & Dues

AND be sure to pick up your students' copy of the *2011-2012 Parent Student Handbook & Directory* (one per student, please).

"GREEN" CARDS

To register, you must present your "Green" Card (One card per family). This card verifies receipt of payments due at this time. The "Green" Card is issued by the Business Office and will be mailed on or before **August 4th**. If your account is not up to date, please call the Business Office at 381-2562 to avoid any delay during your registration process.

NOTE: THE BUSINESS OFFICE WILL NOT BE AVAILABLE FOR ISSUING GREEN CARDS ON REGISTRATION DAY. Please be sure to settle all accounts prior to **August 4th**. All accounts not settled by August 4th will need to meet with the Business Office beginning August 9th (following registration day).

REGISTRATION

After turning in your Green Card and Home and School Forms, receiving your student handbook /directory, Registration will continue in St. Joseph Hall and in the Cafeteria where you will visit many different tables/areas, representing the many activities, clubs and organizations. Please be prepared to write **individual** checks where necessary.

REGISTRATION PACKET

Please be sure to review **ALL** information contained in the registration packet and have necessary completed forms with you on registration day. This will ensure a quicker and more efficient registration process!