

# REGISTRATION PROCEDURES

## WEDNESDAY, AUGUST 12, 2009

### **WHEN TO ARRIVE**

Registration will be from **8:00 a.m.** until **12:00 noon** 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 8:00 a.m.!

### **WHERE TO BEGIN**

Upon arrival, enter the doors at the **North Entrance** of **ST. EDWARD HALL** (2<sup>nd</sup> entrance facing **Germantown Road**). Proceed to the Activity Room on the left to turn in your:

- Green card
- Immunization Records –**IF YOU ARE NEW TO ST. FRANCIS SCHOOL** (Any Grade)
- Distribution of Medicine Policy (if applicable)
- Home & School Membership Card & Dues
- Home & School Parent Participation form

AND be sure to pick up your student's copy of the *2009-2010 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 6<sup>th</sup>**. If your account is not up to date, please call the Business Office at 381-2562 to avoid any delay during your registration process. **If you have not received your “green” card by Registration Day, please go to the Business Office in St. Edward Hall –Main Office Suite before beginning the registration process.** All fees must be paid at this time. Upon receipt of payment, the Business Office will issue a “green” card and you may then proceed to the north end of St. Edward Hall to begin registration.

### **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!**