

## Re-enrollment Checklist for MCS 2014-15

- Application (One per student-completed & signed)
- Application Fee-one per student (non-refundable)-see Financial sheet
- ALL forms are on file in office (Pastoral, Family, Student, etc.)
- Student has passed 2013-14 subjects/grade
- Student is enrolled for summer/make-up classes if required by Guidance Office
- **ALL items on this checklist must be completed before the application can be processed and the student placed on a class list.**
- **IF** ALL 2013-14 school bill/fees are not paid in full by June 20, 2014, the student will be put on a waiting list for the grade/class until the bill is paid.
- Any requests for a student to be in a particular classroom K-5 for the upcoming academic year must be made in writing to the administration prior to June 1, 2014. Each request must include specific reasons why the parent is making a request. All requests may not be able to be honored (if this happens, you will be notified.) Classes that consist of more than one homeroom are divided based upon many different factors. These may include boy/girl ratio, teacher recommendation, academic performance, personality, or simply by alphabetical last names in older grades. The process of making class lists is done with care and prayer by the school administration.