

New Student Enrollment Process & Checklist

Thank you for your interest in St. Leonard School! Please use this checklist to complete the admission process. If you have any questions or concerns please contact Lauren DeLonjay at Ldelonjay@stleonardschool.org.

Only the legal guardian/custodian of the child may enroll the child in school.

- 1__ Schedule an appointment with the principal
- 2__ Complete the Online Enrollment Application and Educational Report*
- 3__ Completed Request for Transfer (if applicable)
- 4__ Gather the following **required** documents
 - __ Child's Birth Certificate
 - __ Baptismal Certificate (if applicable)
 - __ A copy of two of the most recent report cards
 - __ A \$125.00 Registration fee (non-refundable)
 - __ Shot Record and all required exams (see below)
- 5__ Create an account with FACTS Tuition Management

If you are interested in applying for tuition assistance, please ensure that items #6 and #7 are completed:

- 6__ Apply for the Tax Credit Scholarship program
- 7__ Complete the application for financial aid through FACTS Tuition Management

STATE OF ILLINOIS AGE REQUIREMENTS

In compliance with state law, the following age limitations have been set for admission:

- 3 yr old Pre-school: 3rd birthday on or before September 1.
- 4 yr old Pre-School: 4th birthday on or before September 1.
- Kindergarten: 5th birthday on or before September 1.
- Grade 1: 6th birthday on or before September 1.

STATE OF ILLINOIS HEALTH REQUIREMENTS

In compliance with state law, the following completed medical, dental and eye exam forms must be provided to the school prior to the 1st day of school. **Exams cannot be older than 6 months by the 1st day of school.**

	Physical Exam	Dental Exam	Eye Exam
Preschool	X		
Kindergarten	X	X	X
2nd Grade		X	
6th Grade	X	X	
All New Students K-8	X	X	X