

# St. Mary's Preschool/Pre-K Student Enrollment

for the 2021-2022 School Year

OFFICE USE ONLY

**You must complete the following steps, in order to complete your child's registration and save your child's spot in Mrs. Rachel's Class**

## 01 Online Enrollment

check when completed

Through Diocese of Lincoln Enrollment (*instructions on back*)  
<http://www.cdolinc.net/enrollment>

*These entries are connected to School Messenger, the emergency contact system*

## 02 Tuition Payment

check when completed

### Four Tuition Payment Options Available

Payments are made through FACTS Tuition Management System.

<https://online.factsmgmt.com/signin/43NG4>  
(*instructions on tan handout*)

## 03 Documents

check when completed

Present original **Birth Certificate** to the Office. **Baptism Certificate** and updated **Immunization Record** may be uploaded during online registration.

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PARENTS NAME \_\_\_\_\_

CHILD'S NAME \_\_\_\_\_

PREFERRED PRESCHOOL/ PRE-KINDERGARTEN CLASS (check one)

PS 2 Day: T/Th Morning

PS 2 Day: T/Th Afternoon

PK 3 Day: MWF Morning

PK 3 Day: MWF Morning

2nd CHILD'S NAME \_\_\_\_\_

PREFERRED PRESCHOOL/ PRE-KINDERGARTEN CLASS (check one)

PS 2 Day: T/Th Morning

PS 2 Day: T/Th Afternoon

PK 3 Day: MWF Morning

PK 3 Day: MWF Morning

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I, \_\_\_\_\_ have completed the above registration steps.  
(print name)

Signature \_\_\_\_\_ Date \_\_\_\_\_