



ST. COLUMBAN
· SCHOOL ·

896 Oakland Road | Loveland, Ohio 45140
513-683-7903 | fax 513-683-7904
www.saintcolumbanschool.org

2011 Nationally Recognized Blue Ribbon School

January, 2020

Dear Prospective Parents of Students in Grades 2-8,

Thank you for your interest in St. Columban School, we are excited to begin the registration process for new students of the 2020-2021 school year! This year we celebrate over 90 years of academic excellence providing a challenging, value-centered education, and we are eager to support you in your role as primary educator of your child.

Completing the registration forms is the first step in the admission process. Forms should be typed, printed and submitted, along with the other items on the checklist, to the school office. After review of applications, we will use a combination of factors to help us learn about your child. This process includes academic screening, which is scheduled by appointment (usually on Thursday mornings), a review of previous school records and contact with your child's previous teacher or school. Acceptance will be determined in accordance with the priority admission policy. Final acceptance letters and/or waiting list letters will be mailed by April 1, 2020.

We are happy to assist you in any way. If you have questions or concerns, please call the office at 513.683.7903. We hope that this will be the beginning of a successful journey for your child at St. Columban School.

Sincerely,

Mrs. Jo Rhoten, Principal

Mr. Joe Crachiolo, Assistant Principal

General Registration Information for Attending St. Columban

REGISTRATION

First and foremost, St. Columban School is established to serve primarily the membership of St. Columban Parish. The parish believes that our school is truly an important ministry in the life of the parish community. Our school does not discriminate on the basis of race, color, gender, or national origin. Moreover, our school will accommodate students with disabilities, if, with reasonable accommodations, the student can meet the academic and behavioral guidelines of the school. Our belief is that every child who belongs to a family registered at St. Columban Parish should have the opportunity for a Catholic education to the best of our ability. That is why it is important to have a clear policy of acceptance.

The following priority list will be used to determine admission to St. Columban School:

I. **Pre-Kindergarten**

St. Columban School welcomes children who are four years old on or before August 1st of the current school year, if deemed to be ready through the screening process.

- a. Children accepted in the previous academic year, but who wish to repeat the Pre-K program must do so at a minimum of 5 half days
- b. Children who were not accepted in the previous academic year for readiness reasons, who are now found ready, and whose parents have remained active parishioners
- c. Children of active parishioners who have siblings presently enrolled in our school and whose tuition is current
- d. Children from families of active parishioners whose elder siblings attended St. Columban School
- e. Children of active parishioners who do not have siblings presently attending our school
- f. Children of inactive parishioners who already have siblings presently enrolled in our school and whose tuition is current
- g. Children of inactive parishioners who do not have siblings presently enrolled in our school
- h. Children of non-parishioners will be considered

Based on the above criteria, acceptance will be prioritized by the program requested. Options are: five full days, three full days, five half days, and three half days.

Preliminary acceptance letters, based on the above criteria, will be issued on or before March 1st. After that date, each registration will be considered independently.

II. **Kindergarten**

St. Columban School welcomes children who are five years old on or before September 30th of the current school year, if deemed to be ready through the screening process.

- a. Children who were not accepted in the previous academic year for readiness reasons, who are now found ready, and whose parents have remained active parishioners
- b. Children of active parishioners who have siblings presently enrolled in our school and whose tuition is current
- c. Children from families of active parishioners whose elder siblings attended St. Columban School
- d. Children of active parishioners who do not have siblings presently attending our school
- e. Children of inactive parishioners who already have siblings presently enrolled in our school and whose tuition is current
- f. Children of inactive parishioners who do not have siblings presently enrolled in our school
- g. Children of non-parishioners will be considered

Preliminary acceptance letters, based on the above criteria, will be issued on or before March 1. After the preliminary roster has been determined, each registration will be considered independently.

III. **Grade One**

- a. Top priority will be given to currently enrolled students whose families remain active parishioners of St. Columban
- b. Those children who were not accepted in the previous academic year for readiness reasons, who are now found ready, and whose parents have remained active parishioners

- c. Children of active parishioners who have siblings presently enrolled in our school and whose tuition is current
- d. Children from families of active parishioners whose elder siblings attended St. Columban School
- e. Children of active parishioners who do not have siblings presently attending our school, but who registered for kindergarten, completed the screening process, and were placed on the kindergarten waiting list
- f. Children of active parishioners who do not have siblings presently attending our school. This will include families moving into the Loveland area, who were active in their previous parish.
- g. Children of inactive parishioners who already have siblings presently enrolled in our school and whose tuition is current
- h. Children of inactive parishioners who do not have siblings presently enrolled in our school
- i. Children of non-parishioners who registered for kindergarten, completed the screening process and were placed on the waiting list
- j. Children of non-parishioners

IV. Grades Two through Eight

- a. Top priority is given to currently enrolled students whose families remain active parishioners of St. Columban
- b. Children of active parishioners who have siblings presently enrolled in our school and whose tuition is current
- c. Children from families of active parishioners whose elder siblings attended St. Columban School
- d. Children of active parishioners who do not have siblings presently attending our school. This will include families moving into the Loveland area, who were active in their previous parish.
- e. Children of inactive parishioners who already have siblings presently enrolled in our school and whose tuition is current
- f. Children of inactive parishioners who do not have siblings presently enrolled in our school
- g. Children of non-parishioners will be considered

Acceptance letters, based on the above criteria, will be issued on or before April 1. After acceptance letters have been prepared, each registration will be considered independently.

Occasionally, there is a waiting list for one or more of the grades at St. Columban. When a waiting list is enacted, it remains in effect during the current school year until the start of the official registration period for the next year, as determined by the school principal. However, at the close of the official registration period, those on the waiting list who were offered a place, but refused to take it for whatever reason, will have to re-register for the new academic year and be put on the waiting list with the others. Those who were on the original waiting list but were not offered a place in our school will be reconsidered following the criteria listed above. In the event that the number of applicants in a category exceeds the number of possible seats in any given grade, the school and parish administration will review the totality of the applications to determine admission. Discretionary review is reserved to the school principal and pastor in making admission decisions.

Please direct any questions regarding tuition to the Parish Office at 683-0105.

NEW STUDENTS

A student new to St. Columban School will be subject to a probationary period of one trimester. The purpose of this time period is to determine if our program and environment will allow the new student to succeed and reach his or her full potential.

NON-DISCRIMINATION POLICY

St. Columban School admits students of any sex, race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, national or ethnic origin in administration of educational policies, admission policies, loan programs, athletic and other school-administered programs, and/or in hiring teachers.



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REGISTRATION CHECK LIST FOR GRADES 2-8

Read Only Items:

1. Welcome Letter
2. General Registration Information

Items to be Completed and/or Returned to the School Office:

- _____ 3. Registration Check List – Form 1
- _____ 4. Application – Forms - 2a, 2b and 2c
- _____ 5. Permission to Test and Talk to Current School – Form 3
- _____ 6. Stewardship Letter (Read) and Stewardship Form – Form 4
- _____ 7. Transfer of Record - Form 5
- _____ 8. Testing Fee - \$30.00
- _____ 9. Original Birth Certificate (copies must be made in the school office)
- _____ 10. Original Baptismal Certificate (unless baptized at St. Columban)
- _____ 11. Copy of the Latest Report Card or Progress Report and Achievement Tests
- _____ 12. Transportation Form -- Form 6



STUDENT INFORMATION

Student Name: Last: _____ First: _____ Middle: _____ Goes By: _____

Street Address: _____ City: _____ ST: _____ Zip: _____

Family Phone Number: _____ Family e-mail Address: _____

Child's Birth Date: _____ Child's Birthplace: City: _____ ST: _____ Zip: _____

Ethnic Background: _____ Religion: _____ Gender: Male: _____ Female: _____

Does the student speak English as a second language? Yes: _____ No: _____

Does the student speak English and another language? Yes: _____ No: _____

Is the student exposed to another language at home? Yes: _____ No: _____

My Child has Medical Issues and Needs Assistance: Yes: _____ No: _____

My Child Has an IEP: Yes: _____ No: _____ My Child has an Accommodation Plan: Yes: _____ No: _____

If yes to any of the above, please indicate the medical issues and/or learning disabilities:

Present School: _____ Present Grade Level: _____

School Address: _____ City: _____ State: _____ Zip: _____

If your child attended the public school of residence where would he/she attend?

School District: _____ School Building: _____

SACRAMENTS	DATE	CHURCH	CITY	STATE
Baptism				
First Communion				
Reconciliation				
Confirmation				

Student's Name _____

FATHER'S INFORMATION

Father/Guardian: Last: _____ First: _____ Middle: _____

Check One

Status: Married _____ Divorced: _____ Single: _____ Widower: _____ Remarried: _____ Deceased: _____

Check One

Birth Father: _____ Stepfather: _____ Guardian: _____ Adoptive Parent: _____

Other: _____ Explain: _____

Birth Place: _____ City: _____ ST: _____ Religion: _____

U.S. Citizen: Yes: _____ No: _____ Father's Cell Phone: _____

Address if other than your child's: _____ City: _____ ST: _____ Zip: _____

If other than child's: Phone: _____ e-mail: _____

Employer: _____ Occupation: _____

Business Address: _____ City: _____ ST: _____ Zip: _____

Business Phone: _____ Business e-mail: _____

MOTHER'S INFORMATION

Mother/Guardian: Last: _____ First: _____ MI: _____ Maiden: _____

Check One

Status: Married: _____ Divorced: _____ Single: _____ Widower: _____ Remarried: _____ Deceased: _____

Check One

Birth Mother: _____ Stepmother: _____ Guardian: _____ Adoptive Parent: _____

Other: _____ Explain: _____

Birth Place: _____ City: _____ ST: _____ Religion: _____

U.S. Citizen: Yes: _____ No: _____ Mother's Cell Phone: _____

Address if other than your child's: _____ City: _____ ST: _____ Zip: _____

If other than your child's: Phone: _____ e-mail: _____

Employer: _____ Occupation: _____

Business Address: _____ City: _____ ST: _____ Zip: _____

Business Phone: _____ Business e-mail: _____

If parents are divorced, please indicate the custodial parent: Mother: _____ Father: _____

Custody paperwork is required in the school office.

If child is adopted, records must be supplied. Indicate if paperwork submitted: Yes: _____ No: _____

Student's Name _____

Are you a parishioner of St. Columban Parish: _____ Yes _____ No

If no, where are you registered: _____

Number of siblings of the applicant: _____

Please list the name, age, and school, if applicable, of each sibling:

Name of Sibling	Age	School if Applicable
1.		
2.		
3.		
4.		
5.		

Would you be interested in before/after school care? Before School: _____ After School: _____ Both: _____
Information can be found at <https://www.DiscoverChampions.com>

Interested in learning more about Sacraments? Yes: _____ No: _____

How did you hear about St. Columban School? Please mark all that apply.

_____ Neighbor or friend	_____ Social Media
_____ Yard signs	_____ Parish bulletin
_____ School website	_____ Open House
_____ Parish e-News	_____ Other
_____ Outdoor electronic sign at corner of parish property	_____ Google Search

Signature of Parent/Guardian: _____ Date: _____



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Permission to Screen and Talk to Current School

Thank you for applying to St. Columban School for the 2020-2021 school year. We get students from a variety of schools, some of which are strongly based on academics and some based more on social and emotional development. Therefore, it is our policy to screen each student before acceptance. This screening is by appointment only, usually on Thursday mornings. We may also ask to meet with you and/or your child prior to acceptance. Please indicate below your consent to have your child screened.

I give my permission to have my child _____
 screened at St. Columban School for the 2020 - 2021 school year.

In some cases we may contact your child's previous school/teacher in order to gain further insight into your child's social, academic, and emotional development. Please fill out the form below permitting your child's current school to release verbal information to: Mrs. Jo Rhoten, principal or Mr. Joe Crachiolo, assistant principal. We are not requesting official school records at this time; however, we do need this form returned with the application to expedite our decision making for the 2020-2021 school year.

Name of Student: _____

Name of Current School: _____

Address of Current School: _____

City: _____ State: _____ Zip: _____

Phone Number of Current School, including Area Code: _____

Fax Number of Current School, including Area Code: _____

Name of Principal: _____ Guidance Counselor: _____

Name of Teacher: _____

Signature of Parent/Guardian: _____ Date: _____



Living Out Stewardship

Dear Parishioner,

As baptized members of the church, we are all called to become actively involved in the word and work of Jesus Christ. During the baptismal ceremony parents accept this responsibility on behalf of their children and renew their own promise. The active involvement of all members is central to our celebration of the Sunday Eucharist.

Our promise is most often lived out in the parish community by sharing our time, talents, and treasures. As you prepare to register your child for the upcoming school year, we ask you to reflect on your family participation in the parish life of St. Columban. To help you take a personal inventory of your gifts to our community, we ask you to please list on the following page the ways in which your family lives out stewardship. Please take the time to fill out this form completely as we use the information that you provide to determine acceptance in accordance with our priority admission list. If you are new to St. Columban please complete this form using your past history from you previous school/parish.

Sincerely yours,

Mrs. Jo Rhoten, Principal

Reverend Lawrence R. Tensi, Pastor

ONE FORM PER FAMILY**Family Name:** _____

If new, name of previous parish where stewardship occurred: _____

Time: (festival, school volunteers, stuffing bulletins, etc.)

Past participation and year of service:

Future plans for participation:

Talent: (teaching in ERE, liturgical ministries, coaching sports, etc.)

Past participation and year of service:

Future plans for participation:

Treasure: (Sunday collection, parish commitment card, etc.)

Past participation and year of service:

Future plans for participation:

Community service outside of St. Columban and year of service:

Signed: _____ **Date:** _____



TRANSFER OF STUDENT RECORDS

Date: _____

Child's Name: _____

Birth Date: _____

Current Grade: _____

The student named above has recently enrolled in our school. Please forward all school and medical records to us at your earliest convenience. Please include a copy of all past grades, the birth certificate, custody papers (if applicable), results of standardized group and individual achievement tests, psychological evaluations, health records, and any other pertinent information which will assist us in proper placement.

Thank you,

Mrs. Jo Rhoten, Principal

School from which we can obtain your child's current records:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Parent's Signature: _____ Date: _____



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TRANSPORTATION FORM NEW STUDENT REGISTRATION

Please provide the following information for the child you are registering to attend St. Columban School for the 2020-2021 school year.

Transportation: Milford _____ Little Miami _____ Car Rider _____
 Loveland _____ Goshen _____ Other _____

Student Name: _____ Male: _____ Female: _____

Grade: _____

Date of Birth: _____

Address: _____

Phone Number: _____

Parents' Names: _____

Date to begin riding the bus: _____

Email address: _____

We plan to ride the bus:

A.M.: _____ always _____ sometimes _____ never

P.M.: _____ always _____ sometimes _____ never

If further information is needed, please contact Mary Betonte in the St. Columban School office at 513-683-7903 or at mbetonte@saintcolumbanschool.org.