



# Registration Checklist

Have you enclosed the following?

- Registration Form (must be complete)
- \$75 Registration Fee
- Copy of Birth Certificate
- Copy of Baptismal Certificate (not required or preschool)
- Updated Record of Immunizations
- A completed Pastor Verification form if you are a Catholic family that is *not* a member of OLG Parish (not needed for pre-school applications)

If registering for Kindergarten, a completed physical form and dental form, must be returned before starting school in August.

*Thank you for registering your child at Our Lady of Grace Catholic School. We look forward to a rewarding partnership in your child's educational and spiritual growth.*



**All families are required to register for the FACTS tuition payment plan. You will be able to register beginning February 1, 2019 and must be registered by May 1, 2019 in order for your registration to be complete.**

There is a link on the homepage of our website, [www.olgscott.net](http://www.olgscott.net), to FACTS. Simply click on the link and follow the instructions.

If you are planning to volunteer at the school or for your child's class you must first complete the online database at [www.diopitt.org](http://www.diopitt.org) (see attached instructions). The link for registering is under Protecting God's Children on the left hand side of the website. Once this is complete you will be asked to complete a child welfare application. Lastly, you must complete the online training for "Protecting God's Children" and "Mandated Reporting." Links for these can also be found on the above website. Only those who have **completed** this process will be permitted to volunteer for school related activities.

**Our Lady of Grace  
Catholic School**

**1734 Bower Hill Rd.  
Pittsburgh, PA 15243**

**412-279-6611**

**[www.olgscott.net](http://www.olgscott.net)**