

Thank you for your application to St. Francis of Assisi Catholic School! We would like to share with you the changes that took place on July 1, 2004, and how those changes will affect the enrollment policies for our school.

St. Francis of Assisi Parish assumed the administration of the elementary portion of the St. Benedict at Auburndale campus, grades 4K through 8, and is utilizing all of the buildings of the previous St. Benedict campus. St. Benedict became a high school campus only, grades 9-12, and moved into brand new facilities located north of the current St. Francis campus. As SFA School continues to grow, 3K was added in the fall of 2010 and a Part-time Program for ages 2-4 was added in the fall of 2016.

This growth and the increasing numbers of applicants to St. Francis necessitate the application of the following admissions criteria for enrollment to the school:

Grades PK-8 Traditional, Part-time Program Ages 2-4

Application

Applications will be accepted beginning August 1, one year prior to the school year in which you wish to enroll your student. Parents submit a complete application along with a copy of your child's certified birth certificate, Baptismal certificate, all faiths, and a grade level complete, Tennessee Department of Health Certificate of Immunization, a current and ALL end of year report cards, ALL standardized test results, and a non-refundable \$75 application fee through our online application process.

Applications that are missing any of the required forms are not considered complete and may not be considered for enrollment.

Observations for Grades PK, JK, and K applicants and Group Testing for students applying for grades 1-8 will be in January and are by appointment. For your child to be included in the Observation or Group Testing, please submit your application by December 15th.

Enrollment

Due to limited class size, St. Francis is unable to accept all students who submit an application. Currently enrolled students have the opportunity in February to re-enroll for the next school year. Available openings will be prioritized for admissions in the following sequence:

1. Students already in St. Francis of Assisi Catholic School advancing to the next year.
2. Children of employees of St. Francis Parish and/or school.
3. Siblings of currently enrolled students that are registered and consistently contributing St. Francis Parishioners.
4. Children of St. Francis families that are registered and consistently contributing Parishioners.
5. Children of Catholic families registered and contributing to another Catholic Parish.
6. Children of Catholic families not registered in any Catholic Parish.
7. Children of families who are not Catholic.

Should there be more potential entrants than spaces in any grade, a waiting list will be developed from those who have applied and the child's parent or guardian will be notified as a place opens in the class. This place must be accepted or rejected within 2 days. Late applicants will be added to the waiting list in chronological order. A new waiting list for potential new entrants will be formed each year based on the above information. Parents will be notified of acceptance no later than March 31st.

Parish Affiliation

St. Francis Parishioners: Parish membership must be verified. A parishioner is one who is registered and financially supports St. Francis of Assisi Parish. To be registered, you must complete the Parish Census Card. Support is not determined by how much one may donate to the parish. The amount of one's contributions is never the basis for determining parish membership. Rather, support is determined by consistent, verifiable contributions to the offertory collection and/or to the Enriching Our Future capital campaign for a minimum of six months. Contributions can be verified only by the use of parish envelopes or checks. Placing cash in the offertory collections, even on a regular basis, makes it impossible to know if a family is supporting the parish. Support should be on a consistent basis, whether weekly or monthly. A contribution now and then, or once every few months would not be considered consistent. Membership in the parish refers only to the registered and supporting parents and their children. It would not include grandchildren whose parents are not members of St. Francis Parish.

Other Parishioners: Catholic applicants from parishes other than St. Francis will receive a Parish Affiliation Form, to be completed by the pastor and returned to the Admissions Office.

Grades 2 through 8 PLUS Program

Application and Enrollment

Please submit a completed application as indicated above along with a copy of your child's most recent psychological evaluation (must be current within three years of the evaluation date), that documents the learning difference. If space is available, St. Francis enrolls qualified students in the PLUS program following a placement test (\$250 non-refundable testing fee), a family interview and visit, and review of transcripts, including academic and disciplinary records.