

# ST. MARY OUR MOTHER SCHOOL REGISTRATION CHECKLIST



Below is a list of items you need to complete and submit to enroll your child at St. Mary Our Mother School. Please check it carefully as forms that are incomplete or missing cannot be considered until all information is received.

**IMPORTANT:** Please check off each item below and return this sheet with your registration packet.

**Family's Last Name:** \_\_\_\_\_

- Registration Form
- Family Check for \$150.00 registration fee made payable to St. Mary Our Mother School\*
- New Student/Emergency Contact Form
- Medical Information form
- Health and Immunization Information/records  
New York State requires ALL new students and students in preschool, kindergarten, first, third and fifth to submit a current health and immunization form before beginning school. Contact your child's pediatrician to obtain a copy of this information.
- Copy of Birth Certificate
- Copy of Baptismal Certificate (if Catholic)
- Register in FACTS - by setting up an account & customize your billing preferences
- Parish Commitment Form (if Catholic for Grades K-6)
- Authorization for Release of School Records (For New/Transfer Students K-6)
- Proof of residency (2) – Driver's License or government issued ID Card with picture showing current address, most recent utility bill, bank contract or mortgage agreement showing purchase of home with name/address or signed & dated lease/rental agreement with landlord's name, address & telephone #, voter registration document, income tax forms, change of address verification from Post Office or U.S. postmark dated business mail, payroll stub with address

\*all returned checks will be charged a \$25.00 fee