

REGISTRATION DIRECTIONS

Each child who wishes to attend St. James School must present a registration form completely filled out each year. At the time of registration a \$450.00 per family NON-REFUNDABLE registration fee must be paid (\$250 for each additional child registered). Registration will not be permitted without payment. Registration is open until classes are full

AT THE TIME OF NEW STUDENT REGISTRATION, YOU WILL NEED TO BRING WITH YOU THE FOLLOWING DOCUMENTS: For Items 2, 4, 5 and 6, PLEASE PROVIDE ONE COPY OF EACH RECORD FOR US TO KEEP.

1. A \$450.00 non-refundable registration & school fee (\$250 for each additional child registered).
2. Birth certificate or passport.
3. Child's social security number. (optional)
4. Baptismal certificate. If you do not have a copy, please bring us a copy of a dated letter you have sent to the Church of baptism requesting a copy of the baptism certificate.
5.
 - a. Students entering grades 1-8 must present a completed Request for Information Form, a copy of the most recent Report Card, a copy of Standardized Testing and any IEP reports if applicable.
 - b. Students entering Kindergarten must present a completed Request for Information Form, and if applicable, a copy of Pre-school Progress Report and any IEP reports if applicable.
 - c. All entering students must present a signed Release of Records Form, if applicable.
6. Health Records. All applicants MUST have a copy of the MCH 213 (Commonwealth of VA School Entrance Form) with immunization records to be accepted at St. James School.
 - a. A student transferring from an Arlington Diocese Catholic School or from a Fairfax County School may present a copy of the medical records on file at that school.
 - b. A student transferring from any other school must present evidence of a medical exam done no earlier than one year before the first day of school.
 - c. A Kindergarten student must present evidence of a medical exam done no earlier than one year before the first day of school. This completed medical form must be presented before the first day of school. An immunization record must be presented at the time of registration. All students born on or after 1/1/94, must have completed the hepatitis B vaccine series of 3 immunizations.
7. A child entering Kindergarten must be 5 years old by September 30. Incoming Kindergarten children will be scheduled on June 3, 4 and 5 for a kindergarten readiness screening prior to final acceptance.
8. A child entering Grade 1 must have successfully completed Kindergarten.
9. Catholic families new to Saint James Parish must register at the Parish Office (703-532-8815).
10. A copy of Proof of Custody must be included, if applicable.