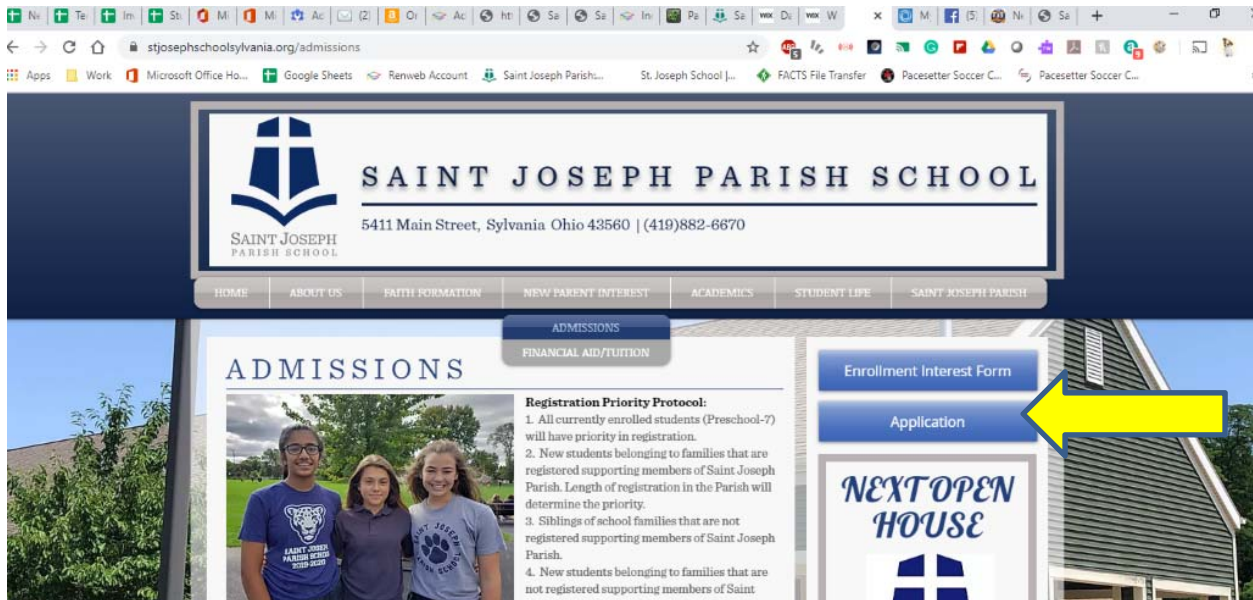


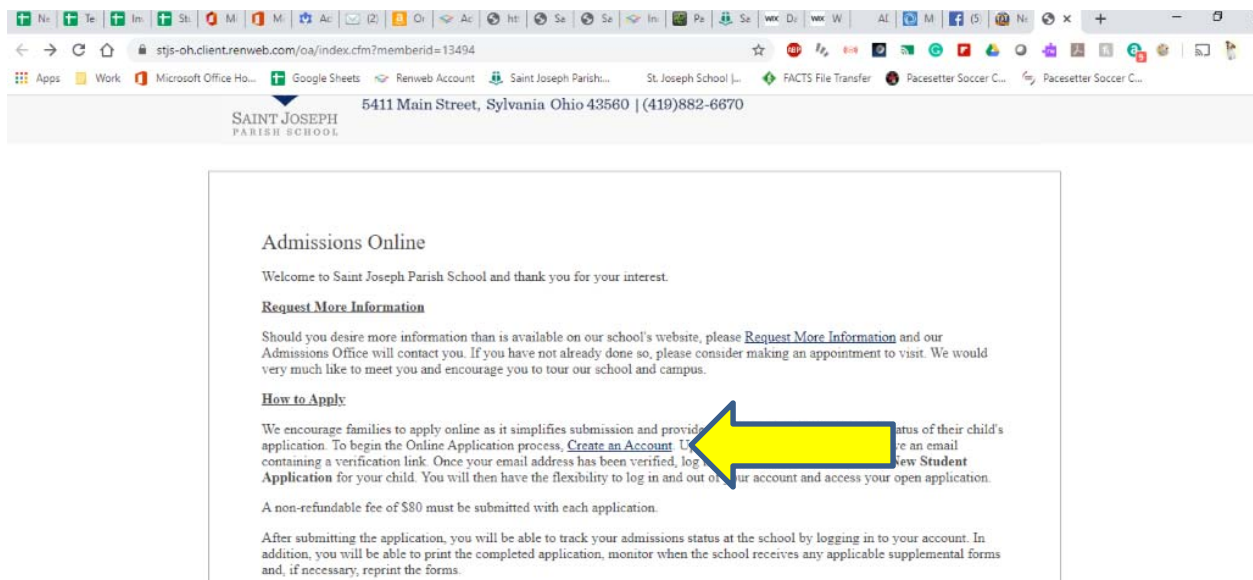
**These instructions are for new families, who are applying for the very first time.
We are excited that you are interested in joining our school family.**

Step 1 – Go to the Saint Joseph Parish School website and select Application.

<https://www.stjosephschoolsylvaniam.org/>



Step 2 – Create an Account in our FACTS management System.



Step 3 – Fill out Account Details

Application - Create an Account

* Indicates a required field

First Name *

Last Name *

Email Address *

Contact Phone *

Username *

Password *

Confirm Password *

COPPA *

Step 4 – Select "Create a New Student Application"



Application

Welcome Parent. You are currently logged in.

You have 1 student application created:

| Student | School Year Applied | Grade Level Applied | Application Status | Forms Access | Admissions Progress Status |
|--|---------------------|---------------------|--------------------|--------------|----------------------------|
| Create a New Student Application | | | | | |

| Student | School Year Applied | Grade Level Applied | Application Status | Forms Access | Admissions Progress Status |
|------------|---------------------|---------------------|--------------------|--|----------------------------|
| Test, Test | 2020-2021 | K | Submitted 1/29/20 | Supplemental Application Forms | PDF |

Create a New Student Application

Student First Name *

Student Middle Name

Student Last Name *

Student Suffix

Student Date of Birth *
 (mm/dd/yyyy)

Apply to
 Grade:

Step 5 – Complete information for each student you are enrolling. You have the option to copy application data if you are registering multiple children.



Create Student Application

New Application for Jim Test

In order to avoid rekeying the same family demographic information into applications for each of your students, you have the option to copy data from one application into another.

To copy data from an existing application, select the application to copy and click **Continue, Copy Application Data**.

If you do not want to copy data from another application, click **Continue, But Do Not Copy**.

| Copy From | Student | School Year | Grade | Application |
|-------------------------------------|------------|-------------|-------|----------------------------|
| <input checked="" type="checkbox"/> | Test, Test | 2020-2021 | K | K - 8th Online Application |

Step 6 – Select “Start Application” and complete the necessary information for each student.



Application

Welcome Parent. You are currently logged in.

You have 2 student applications created:

| Student | School Year Applied | Grade Level Applied | Application Status | Forms Access | Admissions Progress Status |
|---------------------------|---------------------|---------------------|-----------------------------------|--|----------------------------|
| Test, Test | 2020-2021 | K | Submitted 1/29/20 | Supplemental Application Forms | PDF |
| Test, Jim | 2020-2021 | K | Start Application | | Delete |

[Create a New Student Application](#)

Step 7 – Complete All information under “Instructions & Resources” beginning with the *Application Information* tab.

- Select all the tabs on the left-hand side of the screen and complete each section
 - Each section will have a green checkmark next to it when all information is completed.
 - After you complete each section, choose **Save & Next** on the bottom of the page in a blue box.

Step 8 – Sign in all the necessary spots, *Probational Acceptance Form* and *Electronic Signature Page*.

stjs-oh.clientrenweb.com/oa/app_edit.cfm?memberid=13494&studentid=98&FormSchoolID=75

SAINT JOSEPH PARISH SCHOOL
5411 Main Street, Sylvania Ohio 43560 | (419)882-6670

Jim Test
Year: 2020-2021
Grade: K

Instructions & Resources

- Applicant Information
- Current and Previous Schools
- Religious Affiliation
- Household 1
- Household 2
- Siblings
- Alumni or Currently Enrolled Students

Probational Acceptance Form

Parents are the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it (c.f. Vatican II, Education). Parents do not relinquish their right and duty to educate, but only delegate a part of their responsibility to the school administration. When teacher-ministers and parents work together, their united efforts become very effective in educating the child. Without the cooperation of the parents, the school cannot educate the child.

Saint Joseph Parish School's philosophy concerning academic achievement is based upon the belief that children have diverse capabilities and individual patterns of growth and learning. Because resources for special educational services are limited, we cannot always meet the special needs of some students.

I understand that my child will be evaluated by the staff to ascertain his/her ability to benefit from our school program. If, and when serious academic or behavioral problems occur, I will be made aware that this is not an appropriate educational placement. I am aware of and understand this policy of probational acceptance of new students.

* Yes No

Check here for Parent/Guardian Signature
Name:
Date: 1/31/2020

Step 9 – Upload necessary documents or bring the documents to the school so they can be uploaded.

- Birth Certificate
- Baptismal Certificate
- IEP/ISP/504 Plan documentation, if applicable
- If the student IS NOT going into kindergarten, we will need recent progress reports and standardized testing form (grades 1-8)
- After you complete each section, choose Save & Next on the bottom of the page

stjs-oh.clientrenweb.com/oa/app_edit.cfm?memberid=13494&studentid=98&FormSchoolID=80

Back to School Website Admissions Online Application

Logged in as
Parent Test
(Log Out) Edit My Profile

SAINT JOSEPH PARISH SCHOOL
5411 Main Street, Sylvania Ohio 43560 | (419)882-6670

Jim Test
Year: 2020-2021
Grade: K

Instructions & Resources

- Applicant Information
- Current and Previous Schools
- Religious Affiliation

Document Upload

Please submit the following documentation either directly to the school or by uploading here. If you will be uploading the document(s), you must upload prior to submitting the application. You will be unable to come back and upload after the application has been submitted.

Recent Progress Reports, required for 1st-8th
 No file chosen

Standardized Testing, required for 1st-8th
 No file chosen



Jim Test
Year: 2020-2021
Grade: K

Instructions & Resources

- ✓ Applicant Information
- ✓ Current and Previous Schools
- ✓ Religious Affiliation
- ✓ Household 1
- ✓ Household 2

Electronic Signature Page

Electronic Signature

The electronic signatures below and their related fields are treated by Saint Joseph Parish School like a physical handwritten signature on a paper form.

Agreements

My signature below affirms that all of the information contained in this application is correct, complete, and honestly presented. I understand that withholding or misrepresenting information in this application may jeopardize my child's admission.

Check for electronic signature

Name:

Date: 1/31/2020



Jim Test
Year: 2020-2021
Grade: K

Instructions & Resources

- ✓ Applicant Information
- ✓ Current and Previous Schools
- ✓ Religious Affiliation
- ✓ Household 1
- ✓ Household 2
- ✓ Siblings
- ✓ Alumni or Currently Enrolled Students

Review and Submit Application

You have completed all the requirements for this application. Review your information below. Use the links on the left to make any changes before submitting this application.

⚠ Click the **Complete Review and Submit Application** button to submit your application and make any fee payments that may be necessary.

[Complete Review and Submit Application](#)

[View PDF](#)

Applicant Information

Student Name: Jim Test

Preferred Name:

Street 1234 Main

Address:

City: Sylvania

State: OH

Country: USA

Step 10 – Once your application has been submitted, you will be able to track your admissions status at the school. To review your application status, please use your username and password to access your account.

NOTE: You will be taken out to the FACTS page to pay the registration fee.

If you have any questions or need help completing the information, please contact the school at 419.882.6670.