



**St. Vincent de Paul Catholic School**  
**6571 Larkspur Drive**  
**Mobile, Alabama 36619**  
**251-666-8022**  
**<http://school.svsparish.com>**

I can hardly believe that it is registration time for the 2010-2011 school year! We appreciate your considering St. Vincent de Paul Catholic School for your child. We have so many wonderful things at our school of which we are proud. Some of these include:

- Wonderful students and their families
- A great faculty and staff
- SACS Accreditation
- Reading and Math Coaches who aid students who are struggling with academics
- A before-school tutoring program for students who need a little extra assistance
- ITBS testing for 2nd-8th grades which helps us measure student progress
- Algebra I class for those 8th graders who are advanced in math
- The Saxon Math Program which better prepares our students in math
- Internet wiring for the classrooms and Computer Lab
- Automation of the library
- Ability to access your child's grades (Grades 3-8) on the internet via EdLine
- Weekly School Masses with student planning and participation
- An active Parent-Teacher Organization
- Middle School Promethean ActivClassrooms
- Class Citizenship Award Program
- Character Education Program
- Team SMILIE - peer counseling program
- Library and Computer Lab
- Band program in association with McGill-Toolen Elementary School Band
- Rainbows Program for students who have experienced a loss
- Monthly Art Contest, with winners' work framed and hung
- National Junior Honor Society
- An award winning Robotics Team competing four out of the last five years at the Regional Competition
- Student Government Association
- Sports Program through the Catholic Youth Organization (CYO)
- Service projects to assist those in need in the community and the nation

Dear Parents,

Enclosed please find the registration packet for the 2010-2011 school year. We would love to have you as a St. Vincent family and we highly encourage you to turn in your registration packet and registration fee as soon as possible. Open registration begins on January 24, at our Open House.

St. Vincent uses the FACTS tuition payment plan. If you choose not to pay all of your tuition up front by July, you must sign up for the FACTS tuition payment plan. All paperwork regarding FACTS will be sent to you at a later date.

Any family wishing to apply for the contributor's rate of tuition must have the pastor's approval. The minimum tithing rate for next school year is \$900. \$450 is due to the church on or before June 1<sup>st</sup> to insure the contributor's rate of tuition for the beginning of the school year. The remaining \$450 must be paid to the church on or before December 1, 2010, to insure the contributor's rate of tuition for the rest of the 2010-2011 school year.

A limited amount of tuition assistance is available to contributing members of St. Vincent de Paul Parish. If you believe that you might qualify for tuition assistance, an application form will be available in the office at the end of the month. All forms need to be turned in before April.

Please know that participation in the SCRIP fundraising program allows you to earn tuition credit for your family! Each merchant on the SCRIP list donates a percentage of your purchase to school. St. Vincent then splits the percentage with your family in the form of a tuition credit. For more information about our SCRIP program, please contact the school office.

Thank you for considering St. Vincent de Paul Catholic School as the school for your wonderful children. We promise to be dedicated to your children and to the Christ-centered vision of St. Vincent de Paul Catholic School. As always, should you have any questions, please feel free to contact me.

Sincerely,

Mary B. McLendon  
Principal

“The mission of St. Vincent de Paul Catholic School is to foster an environment that cultivates independent, critical-thinkers who are devoted to life-long learning and to a life of Christian action and service.”

# St. Vincent de Paul School

6571 Larkspur Drive  
Mobile, Alabama 36619  
251-666-8022

## REGISTRATION INFORMATION FOR 2010-2011

A tuition rate and fee schedule is attached for your review. All deadlines and fee amounts are listed on tuition sheet.

### ACCEPTANCE TO ST. VINCENT DE PAUL CATHOLIC SCHOOL

The following requirements must be met before acceptance is final:

1. Completed registration form with registration fee
2. Full payment of all fees by required deadlines
3. Signed tuition agreement and fees policy and returning the tuition preference form
4. Current blue immunization card (IMM50)
5. Kindergarten and new students must show proof of the second measles shot required after their 5<sup>th</sup> birthday.
6. Original birth certificate with state seal
7. Baptismal certificate (if Catholic)
8. Social Security Number
9. School Health Form
10. Custody Information (if applicable)
11. All records from previous schools sent to St. Vincent and evaluated by the principal.
12. Interview with the principal (new students)
13. Letter from Pastor, if coming from outside of St. Vincent de Paul Parish
14. Copy of educational evaluation, if student is requesting special services

**AGE REQUIREMENTS:** \*Please note students entering pre-kindergarten must be four years old by September 10<sup>th</sup>. Students entering kindergarten must be five years old by September 10<sup>th</sup>.

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A school supply list, textbook list and fees, summer reading list, and uniform information will be sent to you in May.

St. Vincent de Paul School

**FEE SCHEDULE FOR 2010-2011**

*Registration Fee (per child)– due at time of registration and is non-refundable	\$75.00 by March 1 <sup>st</sup> \$100.00 after March 1 <sup>st</sup>
*Academic Fee (per child) – due May 1 <sup>st</sup>	\$100.00
*Computer/Library Fee (per child) – due May 1 <sup>st</sup>	\$25.00
*Archdiocesan Fee (per child) – due May 1 <sup>st</sup>	\$35.00
*Family Assessment Fee (per family) – due June 1 <sup>st</sup>	\$150.00
*PE Fee (per family) – due June 1 <sup>st</sup>	\$25.00
*New Family Assessment – due June 1 <sup>st</sup>	\$30.00
*Textbook fee (per child) – due June 1 <sup>st</sup>	Textbook fees and list will be sent home in May.

**\*Registration and all fees are paid directly to the school and are non-refundable.**

**TUITION SCHEDULE FOR 2010-2011 Grades K-8**

	*Contributor	Non-Contributor/Non-Catholic
One Child	\$2389	\$3607
Two children	\$3778	\$5217
Three Children	\$4175	\$5620

\*The contributor rate is granted to a family who is a registered member of a parish and contributes the minimum required contribution of \$900 in an identifiable manner (envelope/checks), and their parish agrees to subsidize their students. If you are a member of St. Vincent de Paul Parish, \$450 is due to the church by June 1<sup>st</sup> and the remaining \$450 is due to the church by December 1<sup>st</sup>. Tithing rates are checked on December 1<sup>st</sup> and tuition rates will be adjusted accordingly.

**TUITION FOR PRESCHOOL**

The child must be 4 years old by September 10<sup>th</sup>. Preschool is a full 5 day program. No subsidy is applied to preschool. **One rate applies to all students \$3039.**

***TUITION PAYMENT PLANS***

1. **Full tuition payment due on July 1, 2010.** Payment will be made directly to the school. No FACTS fee will be assessed.
2. **Ten monthly payments through FACTS.** Parents elect to pay tuition on either the 5<sup>th</sup> or 20<sup>th</sup> of each month through FACTS payment plan. This is an automatic payment plan made through your checking or savings account. The FACTS annual enrollment fee is \$38.00. First payment month is July. Tuition payments are divided into ten monthly payments.
3. **Credit card payment through FACTS.** Parents may pay *monthly* using Master Card, Discover, or American Express. In addition to the FACTS fee of \$38.00, there will be a convenience fee for each payment. The convenience fee is \$2.50 per \$100 of tuition.

**TUITION REDUCTION OPTIONS**

If you are a contributing member of St. Vincent de Paul Parish, you may apply for tuition assistance through the parish. Applications are available in the school office.

**ST. VINCENT DE PAUL CATHOLIC SCHOOL**  
**6571 Larkspur Dr.**  
**Mobile, AL 36619**  
**PRE-REGISTRATION FORM**  
**2010-2011**

Student Information

Name \_\_\_\_\_  
Last, First, Middle

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

Grade Entering \_\_\_\_\_ Social Security # \_\_\_\_\_

Gender (male/female) \_\_\_\_\_ Race (white, Hispanic, black, etc.) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Birth Place (city and state) \_\_\_\_\_

Religion \_\_\_\_\_ Present Parish \_\_\_\_\_

Baptismal Date and Parish \_\_\_\_\_

First Reconciliation Date and Parish \_\_\_\_\_

First Communion Date and Parish \_\_\_\_\_

Confirmation Date and Parish \_\_\_\_\_

Last School Attended (address and phone) \_\_\_\_\_  
\_\_\_\_\_

Siblings attending St. Vincent and grades \_\_\_\_\_

Does your child have any special needs which would require specific services? Please include any medications your child is taking, any classroom modifications your child is presently receiving, any behavioral concerns, and any psychological evaluations.

\_\_\_\_\_  
\_\_\_\_\_

List the name of the public school district your child lives in \_\_\_\_\_  
This information is required. (If you are unsure of the school, you may call 221-4259 for assistance.)

Emergency Contact Name/phone/relationship \_\_\_\_\_

**Parent/Guardian Information**

Please circle one: Father/Step Father

Please circle one: Mother/Step Mother

Last Name \_\_\_\_\_

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

First Name \_\_\_\_\_

Deceased – Yes No

Maiden Name \_\_\_\_\_

Marital Status \_\_\_\_\_

Deceased – Yes No

Address \_\_\_\_\_

Marital Status \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Occupation \_\_\_\_\_

Home Phone \_\_\_\_\_

Employer \_\_\_\_\_

Occupation \_\_\_\_\_

Address \_\_\_\_\_

Employer \_\_\_\_\_

Work Phone \_\_\_\_\_

Address \_\_\_\_\_

Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Cell Phone \_\_\_\_\_

Religion \_\_\_\_\_

E-mail \_\_\_\_\_

Emergency Contact \_\_\_\_yes \_\_\_\_no

Religion \_\_\_\_\_

Has Legal Custody \_\_\_\_yes \_\_\_\_no

Emergency Contact \_\_\_\_yes \_\_\_\_no

Student Lives With \_\_\_\_yes \_\_\_\_no

Has Legal Custody \_\_\_\_yes \_\_\_\_no

Are you alumni of SVS? \_\_\_\_yes \_\_\_\_no

Student Lives With \_\_\_\_yes \_\_\_\_no

Are you alumni of SVS? \_\_\_\_yes \_\_\_\_no

## **St. Vincent de Paul Tuition and Fees Policy**

### **Introduction**

The following policy for fees and tuition has been approved by the principal, pastor, and school board of St. Vincent de Paul Catholic School.

### **Fees Payment**

The registration fee is due at the time of registration and is non-refundable unless the student is not accepted into the school. The Early Bird Special of \$75 is only good through March 1st. After March 1<sup>st</sup>, the registration fee is \$100. The academic, computer/library, and archdiocesan fees are due to the school on or before May 1<sup>st</sup>. If the fees are not received by May 1<sup>st</sup>, a \$25 late fee will be assessed per student. The family assessment fee is due to the school on or before June 1<sup>st</sup>. If the fee is not received by June 1<sup>st</sup>, a \$25 late fee will be assessed per family. All fees are non-refundable. Any check that is returned to the school from the bank will be assessed a \$25 service charge and all applicable late fees. Any family who has more than one check returned must pay all the remaining payments by either cash or money order.

### **Tuition Payment**

1. Contributor's Rate – This rate is granted to a family who is a registered member of a Catholic Church parish and who tithes to that parish. The pastor of the parish must send a letter to St. Vincent verifying membership in his parish and agreeing to subsidize the student's education. If you are a member of St. Vincent's Parish, the minimum required contribution to the church is \$900 in an identifiable manner (checks/envelopes). \$450 is due to the church by June 1<sup>st</sup> and the remaining \$450 is due to the church by December 1<sup>st</sup>. Tithing rates will be checked on December 1<sup>st</sup>, and tuition rates will be readjusted accordingly.
2. Non-Contributor's/Non-Catholic's Rate – This rate is granted to Catholic families who are not a contributing member of a parish. This rate is granted to all Non-Catholic families.

All families shall be expected to make tuition payments according to one of the following payment plans. Each family's preferred manner of payment must be submitted each year at the time of student registration. Options for payment shall include:

1. Full payment – Under this plan, the entire amount of tuition is paid on or before July 1<sup>st</sup> directly to the school.
2. Monthly payments – Under this plan, the entire amount of tuition is paid monthly over 10 months beginning in July through the FACTS payment plan. This plan is an automatic payment plan made through your checking or statement savings account. Those choosing this plan will authorize their financial institution to make automatic monthly payments to FACTS on either the 5<sup>th</sup> or the 20<sup>th</sup> of each month. There will be a \$38 annual fee per family payable to FACTS.
3. Master Card or Discover - Under this plan, the entire amount of tuition is paid monthly over 10 months beginning in July through the FACTS payment plan.

This plan charges your Master Card or Discover. The \$38 annual fee will still apply, and a convenience fee of \$2.50 per \$100 spent on tuition will also apply.

### **Late Registrations**

Families registering after July 1<sup>st</sup> shall be expected to fulfill their tuition and fee obligations according to the above policies. Tuition for students registering after the first day of school shall be prorated according to the number of remaining days of school.

### **Late Payments**

It shall be the responsibility of each school family to keep the principal informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late.

1. Full payment – If payment is not received on or before July 1<sup>st</sup>, the family will be contacted by the principal and alternative tuition payment options will be offered. If funds are not received according to the new agreement, all tuition payments shall be made through the FACTS payment plan.
2. Monthly payments – School families who choose the 10 month payment plan and miss a monthly payment due to insufficient funds will be assessed a \$25 missed payment fee by FACTS and may incur a fee from their own financial institution. The missed payment will be reattempted by FACTS within 20 days.

In addition, school families who have missed two monthly payments and have not made suitable arrangements within 5 days of the second missed payment will be informed that their child(ren) will not be re-admitted to school according to the specifications of this policy.

### **Tuition Assistance**

If you are a contributing member of St. Vincent de Paul Parish, you may apply for tuition assistance through the parish. Applications will be available in the school office. If you are a member of another parish, you must apply to your local parish for tuition assistance.

### **Non-Admission of Students Due to Tuition Delinquency**

School families failing to pay tuition according to the agreement which they have made with St. Vincent de Paul School or who have been unwilling to make suitable alternative arrangements with the school will be informed that they may incur all of the following penalties:

1. If fees are not current by June 30<sup>th</sup>, the student will not be allowed to attend on the first day of school.
2. If tuition is not current by August 1<sup>st</sup>, the student will not be allowed to attend on the first day of school.
3. Parents will not be given a copy of their child's report card until all financial obligations have been met.

4. Students will not be eligible for semester exams until all financial obligations have been met.
5. No paperwork (transcripts, report cards, blue immunization cards, etc.) will be released until all financial obligations have been met.
6. Eighth graders will not be allowed to participate in completion exercises and transcripts will not be forwarded to high schools until all financial obligations have been met.
7. The student will not be re-admitted into the school.

**Delinquent Tuition From Previous Year(s)**

Registration will not be accepted for the next school year until all debts are cleared from the current year. If tuition becomes delinquent after registration, your child will be considered conditional until all debts are cleared from the previous year. All previously unpaid tuition must be paid by May 31st if a student is to be readmitted on the first day of classes for a new school year. Payments need to be made directly to the school.

**Tuition Refunds**

Families withdrawing their child(ren) prior to the first day of school shall be refunded the entire amount of tuition that has been paid for the current school year. In the event of withdrawal once school begins and before the school year is complete, tuition shall be owed to the school through the end of the month of withdrawal.

\*\*\*\*\*

I have read the above tuition and fees policy for St. Vincent de Paul Catholic School and consent to abide by the conditions of this agreement. Payment of registration fee and/or completion of this form does not guarantee acceptance. Only an official notification from the school confirms that the child has been accepted.

The person responsible for payment should sign below:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/state/zip: \_\_\_\_\_

Signature and date: \_\_\_\_\_

**THIS AGREEMENT MUST BE TURNED IN WITH YOUR REGISTRATION FORM!**

St. Vincent de Paul Catholic School  
6571 Larkspur Dr.  
Mobile, AL 36619

**Tuition Payment Preference Form**

Responsible Parent Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/state/zip: \_\_\_\_\_

Student Name(s): \_\_\_\_\_

For the 2010-2011 school year, I will pay my child's tuition by the payment option checked below.

\_\_\_\_\_ Full payment – Under this plan, the entire amount of tuition is paid on or before July 1<sup>st</sup> directly to the school.

\_\_\_\_\_ Monthly payments – Under this plan, the entire amount of tuition is paid monthly over 10 months beginning in July through the FACTS payment plan. This plan is an automatic payment plan made through your checking or statement savings account. Those choosing this plan will authorize their financial institution to make automatic monthly payments to FACTS on either the 5<sup>th</sup> or the 20<sup>th</sup> of each month. There will be a \$38 annual fee per family payable to FACTS.

\_\_\_\_\_ MasterCard, Discover, or American Express - Under this plan, the entire amount of tuition is paid monthly over 10 months beginning in July through the FACTS payment plan. This plan charges your MasterCard, Discover, or American Express. The \$38 annual fee will still apply, and a convenience fee of \$2.50 per \$100 spent on tuition will also apply.

**Please choose a payment plan and return this form with your plan indicated when you turn in your registration packet.**

**TUITION**

\_\_\_\_\_ Parish Contributor with subsidy

\_\_\_\_\_ Non-Contributor (or non-contributing member) without subsidy

Who will be responsible for tuition payments? \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Social Security # \_\_\_\_\_

**Please check preferred tuition plan**

\_\_\_\_\_ Total payment due to the school on or before July 1, 2010

\_\_\_\_\_ 10 monthly payments beginning in July through the FACTS payment plan. This is an automatic payment plan made through your checking or savings account. There is a \$38 annual enrollment fee.

\_\_\_\_\_ 10 monthly payments on your Master Card or Discover credit card through the FACTS payment plan beginning in July. The \$38 annual fee will still apply, and a convenience fee of \$2.50 per \$100 spent on tuition will also apply.

This pre-registration form for the 2010-2011 school year is a planning form only. This is not a contract! Payment of registration fee and/or completion of this form does not guarantee acceptance. Only an official notification from the school confirms that the child has been accepted.

Parent's Signature and Date \_\_\_\_\_

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FOR OFFICE USE ONLY:

Registration Fee Paid \$ \_\_\_\_\_ Cash/check no. \_\_\_\_\_ Date \_\_\_\_\_

Fees Paid \$ \_\_\_\_\_ Cash/check no. \_\_\_\_\_ Date \_\_\_\_\_

Date of appointment with principal \_\_\_\_\_

Date accepted \_\_\_\_\_

**St. Vincent de Paul Catholic School**  
**Before and After School Care Program for 2010-2011**  
**Notice New Hours and Prices**

**Before School Care**

- Hours of Operation – 6:00 a.m. - 7:20 a.m.
- \$3.50 per child from 6:00 - 7:20 a.m. (Students needing care beginning at 6:00 a.m. must be dropped off at the Daycare, at 6651 Three Notch Road)
- All student arriving before 7:20 a.m. must sign in with the staff at the Daycare, on Three Notch Road.
- Your bill is due the following Monday.

**After School Care**

- Hours of Operation - 3:15 p.m. - 5:30 p.m. in the Parish Hall
- Weekly rate - 1 child \$37.00, 2 children \$52.00
- For less than 10 hours a week, they are charged at \$3.50 per hour.
- There is a registration fee of \$75.00 per child due upon the start of care.
- After 5:30 p.m., there is an additional charge of \$15.00 for the first 5 minutes and \$1.00 per minute after that.

**Half-Day of School**

- Your child can stay in after school care for a charge of \$15.00 per student. No lunch is served on half days. Students must bring a lunch.

**Daycare When School Is Out All Day**  
**(Christmas breaks, Spring breaks, etc.)**

- \$24.00 per child per day

**St. Vincent Daycare**

- St. Vincent Daycare is available to any parent with a child 6 weeks old to 4 years old.
- Weekly rate for children 6 weeks to 1 year is \$120.00
- Weekly rate children over 1 year of age is \$120.00 for 1 child and \$225.00 for 2 children

**\*For more information, please contact Merle Tant, Director, at 666-4066.**

## **Rights Under FERPA**

### **For Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and student over 18 years of age (“eligible students”) certain rights with respect to students’ education records. These rights are:

1. The right to inspect and review the student’s education records with 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records (s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
  
2. The right to request the amendment of the student’s education record that the parent or eligible student believes inaccurate or misleading. They should write the school principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student on the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
  
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-5901

Consent to Withhold Release of Directory Information

To: All Parents

School Year 2010-2011

Under the provisions of the Family Educational Rights and Privacy Act of 1974, and as amended, you have the right to withhold the release of any or all of the information listed below. These items listed below may be released for any purpose with your consent at the discretion of St. Vincent de Paul Catholic School.

If you choose to have withheld any of the following information, a copy of this document must be on file. If this form is not received by St. Vincent de Paul Catholic School prior to August 15, 2010, it will be assumed that the information may be released for the remainder of the 2010-2011 school year. A new form for non-release must be completed each year.

***Please consider very carefully your decision to withhold any item listed. Should you decide to inform St. Vincent de Paul Catholic School not to release any or all of the items listed below, any future requests for such information from individuals or entities not affiliated with St. Vincent de Paul Catholic School will be refused.***

Please check any items you choose to have withheld:

\_\_\_\_\_ Name, address, and phone number of the student for the publication of the Student Directory

\_\_\_\_\_ Name and address of student to corporate vendors that service student needs (examples: companies that supply student pictures/uniforms)

\_\_\_\_\_ Photographs/video tape of student for the purpose of publicity materials, statistical data of officially recognized activities and sports, awards, scholarships and other honors released to the media and/or for use in the school yearbook

Parent's Name: \_\_\_\_\_ Student's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to the following address **ONLY** if you have checked any of the above.

St. Vincent de Paul Catholic School  
6571 Larkspur Dr.  
Mobile, AL 36619  
Attention: Mary B. McLendon, Principal

## St. Vincent de Paul Catholic School

Child's Name and Grade: \_\_\_\_\_

### **Parental "Permission" Requirements:**

1. I give permission for my child to be photographed and/or video-taped for the purpose of publicity materials to promote the school.

yes    no      Signature and date: \_\_\_\_\_

2. I give permission for my child to use the Internet as guided by the school's usage policy. I understand that any violation of this policy by my child may result in appropriate actions.

yes    no      Signature and date: \_\_\_\_\_

3. I give permission for my child to talk with the school counselor as needed or recommended by a teacher.

yes    no      Signature and date: \_\_\_\_\_

4. I give permission for my name, address, phone number, and e-mail address to be published in the St. Vincent de Paul School directory.

yes    no      Signature and date: \_\_\_\_\_

5. I give St. Vincent de Paul School permission to release mailing information to McGill-Toolen Catholic High School.

yes    no      Signature and date: \_\_\_\_\_

# Custody and Contact Information in an Order of Dissolution

## **Names of Children Attending St. Vincent:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

## **Home Addresses of Children Listed Above:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

## **Parent Addresses and Phone Numbers:**

The school program, unless otherwise decreed by a court order, will make available to both parents notices of school program functions, progress reports, appointments for parent-teacher conferences, etc. Please provide the names, addresses, and phone numbers of both biological parents. **Please list the custodial parent first.**

1. \_\_\_\_\_
2. \_\_\_\_\_

## **Authorization of Step-Parent or Other Adult:**

Please list the name, address, and phone number of step-parent(s) or other adult(s), and name of biological parent(s) for whom the step-parent or other adult is acting.

Step-parent or other adult: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Biological Parent for whom this person may be acting in place of:

(Printed Name): \_\_\_\_\_

(Signature): \_\_\_\_\_

(Date): \_\_\_\_\_

\*A copy of divorce decree and/or other legal court orders associated must accompany this form.

**ST. VINCENT DE PAUL SCHOOL HEALTH FORM**

Student Name \_\_\_\_\_ Student Address \_\_\_\_\_  
 Physician Name \_\_\_\_\_ Physician Phone # \_\_\_\_\_  
 Health Insurance (Company Name) \_\_\_\_\_  
 Hospital Preference \_\_\_\_\_

MEDICAL HISTORY:	YES	NO	REMARKS
Fainting spells			
Epilepsy			
Diabetes			
Allergies			
Other			
Serious Illness or Injuries			

Please list any medicine student takes on a daily basis:

---

**Emergency Information**

Father/Guardian Home Phone# \_\_\_\_\_ Mother/Guardian Home Phone # \_\_\_\_\_  
 Father/Guardian Work Phone# \_\_\_\_\_ Mother/Guardian Work Phone# \_\_\_\_\_  
 Father/Guardian Pager \_\_\_\_\_ Mother/Guardian Pager \_\_\_\_\_  
 Father/Guardian Cellular Phone# \_\_\_\_\_ Mother//Guardian Cellular Phone# \_\_\_\_\_

In case of an emergency, if parent/guardian is not available, please notify:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone# \_\_\_\_\_  
 Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone# \_\_\_\_\_

In the event of illness or accident and the unavailability of the above named physician, I consent to the treatment of \_\_\_\_\_ by a physician, selected by school officials or those persons conducting or

Student Name

assisting in any school related function or activity, or hospital emergency room personnel. This consent shall remain in full force and effect so long as \_\_\_\_\_ is a student at St. Vincent de Paul

Student Name

School unless notice or revocation is given in writing to the Principal of the school.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_