



## SAINT JOSEPH CATHOLIC SCHOOL

*Our mission is to engage our school community in creating a quality education within a Catholic environment which fosters the current and future development of the whole child.*



Dear Parents:

Thank you for your interest in St. Joseph Catholic School. The school opened in September of 1953 with 85 students in grades one through four and was staffed by the Sisters of St. Joseph of Carondelet. By 1960, enrollment grew to 400 students in grades first through eighth, and today we serve over 485 students in grades kindergarten through eighth.

Our student population is drawn from over 13 parishes, and it is comprised of a diverse mix of social, economic and ethnic backgrounds. Our faculty believes that building a strong foundation in academics is important and character building critical. The soul of St. Joseph Catholic School is its faculty and staff who are dedicated to serving the needs of each student.

Although we are very proud of our excellent academic program and excited about our bright future, our foremost focus as a Catholic school is to teach our faith and assist students to better their relationship with God. This is at the heart of everything we do here at St. Joseph Catholic School, and always has been.

Enclosed you will find all the necessary forms to complete your application. We understand that everyone is anxious to hear about acceptance quickly. Therefore, to assist us in the decision process, we ask your cooperation in completing the required forms and obtaining the necessary information for us. Decisions cannot be made until all the information is on file in our office.

If we can be of any assistance as you complete the application process, please call our office at 770-428-3328, ext. 21.

Sincerely,

Patricia Allen, Ed. S.  
Principal



## St. Joseph Catholic School

*A National Blue Ribbon School of Excellence*

### Application Checklist

Please use this checklist to help ensure that you provide the school with all necessary documents for your child's application to the school. All materials must be submitted in one complete packet to the school. Only application packets which are complete will be considered for admission to the school.

- Completed Application for Admission
- Application fee of \$125.00 (this fee is non-refundable)
- A copy of the applicant's birth certificate
- A copy of the applicant's baptismal certificate (if your child is Catholic)
- Completed Educational Planning Release Form
- A copy of the applicant's most recent report card
- A copy of the applicant's most recent standardized testing
- A copy of the applicant's discipline record (for applicants to seventh and eighth grades)
- A copy of any educational testing (if applicable)
- A copy of the Individualized Educational Plan (if applicable)
- A copy of the applicant's immunization records (all applicants must submit the GA Certificate of Immunization Form #3231)
- A copy of the most recent Divorce Decree and the most recent Custody Agreement (if applicable)

The following items are to be mailed to the school directly. Please provide a stamped envelope, addressed to: St. Joseph Catholic School, 81 Lacy Street, Marietta, GA 30060, for the convenience of the outside parties.

- Parish Verification Form
- Teacher Recommendation Form (kindergarten students who have no preschool experience do not need to submit this form)

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#### General Information:

- For admission to kindergarten, Georgia state law requires a student must be five years old on or before September 1<sup>st</sup>.
- For admission to first grade, Georgia state law requires a student must be six years old on or before September 1<sup>st</sup>.
- All students are required to take a placement screening before final acceptance. Please consult the admissions dates for a listing of dates and times.

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#### Criteria for Acceptance:

- Standardized test scores
  - 45% or better on the Total Reading, Total Math and Total Language subtests
- Report card averages
  - "C" average or better in all subjects
- Conduct and behavior averages
  - Satisfactory or better
- Work and study habits
  - Satisfactory or better



**St. Joseph Catholic School**  
*A National Blue Ribbon School of Excellence*  
**Educational Planning Release Form**

Please complete this form and return it to St. Joseph Catholic School with the Application for Admission.

Student's name: \_\_\_\_\_

Current grade: \_\_\_\_\_ Grade applying to: \_\_\_\_\_

Name of current school: \_\_\_\_\_

Current school address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Current school phone number: \_\_\_\_\_

I hereby authorize St. Joseph Catholic School to obtain from administrators, guidance counselors and/or teachers at my child's current school any verbal and/or written information that is necessary for the purposes of educational planning.

All information I hereby authorize to be obtained from the school will become the confidential property of St. Joseph Catholic School and is not subject to applicant or parental review. This permission will remain in effect for one year.

Printed name of parent or guardian: \_\_\_\_\_

Signature of parent or guardian: \_\_\_\_\_

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



**St. Joseph Catholic School**  
*A National Blue Ribbon School of Excellence*  
**Application for Admission**

**General Information:**

Date of application: \_\_\_\_\_ Grade entering: \_\_\_\_\_

Has this applicant previously applied to the school?  Yes  No

If yes, when did you previously apply? \_\_\_\_\_

How did you learn about St. Joseph Catholic School? \_\_\_\_\_

**Student Information:**

Last name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Student is called: \_\_\_\_\_ Sex:  Male  Female

Cultural heritage (for census information only):  Asian  Hispanic  Multi-Racial

\_\_\_\_\_  African American  Caucasian

\_\_\_\_\_  Native American  Other: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_

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

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Home phone: \_\_\_\_\_ Religion: \_\_\_\_\_

Siblings in the home and their ages: \_\_\_\_\_

If your family is bilingual, what languages are spoken at home? \_\_\_\_\_

Public school district in which you reside: \_\_\_\_\_ Local public school: \_\_\_\_\_

**Sacramental Information:**

_____	Date	Church	Location
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Baptism: \_\_\_\_\_

Penance: \_\_\_\_\_

First Communion: \_\_\_\_\_

**Parent/Guardian Information:**

The parish in which you are registered: \_\_\_\_\_

What is your faith involvement in your parish and in your home?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Parents are:  Married  Separated  Divorced  Other  
Child resides with:  Both parents  Father  Mother  Other  
Who has legal custody?  Both parents  Father  Mother  Other  
Mail report cards to:  Both parents  Father  Mother  Other

**Father or Guardian:**

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Middle initial: \_\_\_\_\_  
Religion: \_\_\_\_\_ U. S. citizen:  Yes  No  
Home address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Home phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_  
Email address: \_\_\_\_\_ Place of birth: \_\_\_\_\_  
Profession: \_\_\_\_\_ Employer: \_\_\_\_\_  
Highest level of education completed: \_\_\_\_\_

**Mother or Guardian:**

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Middle initial: \_\_\_\_\_  
Religion: \_\_\_\_\_ U. S. citizen:  Yes  No  
Home address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_  
Home phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_  
Email address: \_\_\_\_\_ Place of birth: \_\_\_\_\_  
Profession: \_\_\_\_\_ Employer: \_\_\_\_\_  
Highest level of education completed: \_\_\_\_\_

Address official correspondence as:  Mr.  Mr. and Mrs.  Dr. and Dr.  
 Mrs.  Dr. and Mrs.  Dr. and Mr.  
 Miss  Ms.

If this applicant is accepted, the financial obligations will be assumed by the:  
 Parents  Father  Mother  
 Guardian  Other (please specify): \_\_\_\_\_

Is either parent an alumnus of St. Joseph Catholic School?  Yes  No

If yes, please tell us who and the year of graduation: \_\_\_\_\_

**Applicant's School History:**

Name of current school: \_\_\_\_\_ Phone number: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Grade(s) attended: \_\_\_\_\_ Year(s) attended: \_\_\_\_\_

Why are you leaving your current school?  
\_\_\_\_\_  
\_\_\_\_\_

Name of previous school: \_\_\_\_\_ Phone number: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Grade(s) attended: \_\_\_\_\_ Year(s) attended: \_\_\_\_\_

Has the applicant ever been put on probation, suspended or dismissed from a school for academic and/or behavioral reasons?  Yes  No

If yes, please explain why:  
\_\_\_\_\_  
\_\_\_\_\_

*The non-refundable application fee must accompany this application.*

**Statement of Accuracy and Authenticity:**

I have read and understood this application and I further certify that the information and attached documents are complete and accurate to the best of my knowledge. I agree to communicate in writing to St. Joseph Catholic School any changes contained herein, even if said changes occur after enrollment. I understand that upon discovery of substantial inaccuracy or omission of information requested therein, the school reserves the right to reconsider the admission of this applicant.

\_\_\_\_\_  
Signature of the Parent or Guardian \_\_\_\_\_ Date

\_\_\_\_\_  
Signature of the Parent or Guardian \_\_\_\_\_ Date

**St. Joseph Catholic School adheres to all policies set forth by the Archdiocese of Atlanta.**

St. Joseph Catholic School shall admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities made available to St. Joseph Catholic School students. St. Joseph Catholic School shall not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, tuition assistance programs, and other school-administered programs.

**Parent Views:**

Please answer the following questions in the space provided. Thank you.

If there were an academic or behavioral concern regarding your child, what steps would you take to address it?

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Many people have a responsibility for a child's learning. Please comment on the roles that the teacher, the child and the parent(s) play.

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Name two (2) of the positive attributes of your current school and two (2) areas where you would like to see improvement.

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**St. Joseph Catholic School**  
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**Teacher Recommendation Form**

Instructions to the parent or guardian- Please complete the section directly below. Upon completion, please give this form to your child's teacher with a stamped envelope addressed to: St. Joseph Catholic School, 81 Lacy Street, Marietta, Georgia 30060.

Applicant's Name: \_\_\_\_\_ Current Grade: \_\_\_\_\_

My child is applying for admission to St. Joseph Catholic School. Please complete this form and send it directly to the school. I hereby authorize you to release the requested information to St. Joseph Catholic School and I agree to hold the school, teacher, and administrator below harmless for information provided in this Recommendation Form. I waive any right of access to all information from any source in conjunction with my child's application to St. Joseph Catholic School.

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

Instructions to the teacher- We appreciate your professional observations and ask you to be honest in your answers so that we might make the best decisions possible for the applicant. The information requested will be kept in strict confidence. Thank you for taking the time to complete both sides of this recommendation.

In relation to others, please rate the applicant by checking the appropriate boxes.

	Poor	Average	Good	Excellent	Not observed
Self-control					
Self-confidence					
Relationship to peers					
Relationship to adults					
Concern for others					
Ability to handle criticism					
Motivation					
Honesty/Integrity					
Ability to work independently					
Ability to work with classmates					
Study habits					
Organizational skills					
Ability to follow directions					
Ability to focus attention					

Please comment on the following areas using the suggested topics as a guide.  
Language and communication skills (Appropriate vocabulary, articulation, written expression...)

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Attitude toward school (Cooperative, eager, motivated, frustrated...)

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Parental support (Cooperative, realistic expectations of the child, support for school/teachers...)

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Student's areas of strengths and weaknesses

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Has the student had professional testing? \_\_\_\_\_ No \_\_\_\_\_ Yes  
If yes, in what area? \_\_\_\_\_

Is the curriculum modified for this student? \_\_\_\_\_ No \_\_\_\_\_ Yes  
If yes, in what area? \_\_\_\_\_

Is the student receiving special instruction or services? \_\_\_\_\_ No \_\_\_\_\_ Yes  
If yes, in what area? \_\_\_\_\_

In what capacity, and how long, have you known this student? \_\_\_\_\_

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

Title \_\_\_\_\_

Name of School \_\_\_\_\_

**ARCHDIOCESAN PARISH VERIFICATION FORM  
2012-2013**

*The Archdiocese of Atlanta defines "active parishioners" as those registered and worshipping members (i.e., who attend Mass weekly), and contribute of their time, talent, and financial resources to support the Parish. Active membership is to be determined by the parish in which the family is a member.*

**PLEASE PRINT:**

Parents/Guardians Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Work Number \_\_\_\_\_ Cell Phone \_\_\_\_\_

Street Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name of Parish \_\_\_\_\_ Date Registered \_\_\_\_\_

Our family has a stewardship pledge on file with the parish this year: \_\_\_ Yes \_\_\_ No

Our family participates in this year's Archbishop's Annual Appeal: \_\_\_ Yes \_\_\_ No

Please list ALL students planning to attend St. Joseph Catholic School for the 2012-2013 school year even if acceptance has not been finalized. List the students' first and last names and the grade they will be entering.

Name \_\_\_\_\_ Grade in 2012-13 \_\_\_\_\_  
First and Last Name

Name \_\_\_\_\_ Grade in 2012-13 \_\_\_\_\_  
First and Last Name

Name \_\_\_\_\_ Grade in 2012-13 \_\_\_\_\_  
First and Last Name

**The information on this page is held in the strictest confidence. Please be as specific as possible. Attach additional sheets if needed.**

**We attend Mass:**  Regularly  Frequently  Infrequently  Never

**We are not Catholic but attend services at:** \_\_\_\_\_  
Church Name Address Phone No.

**STEWARDSHIP OF TIME AND TALENT**

Please list the ways that you and/or your spouse and children are involved in the ministries and activities of *your parish*.

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

**We would like more information on volunteering at the parish:** Yes \_\_\_ No \_\_\_

Please list the volunteer activities in which you have participated at School/Pre-School:

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**STEWARDSHIP OF TREASURE**

Contributions are made to the Parish: Weekly \_\_\_\_ Monthly \_\_\_\_ Other (Please Specify) \_\_\_\_

Method of Contributions: Envelope \_\_\_\_ Check \_\_\_\_ Cash \_\_\_\_ Electronic \_\_\_\_

**NOTE:** Cash contributions should be placed in parish offertory envelopes. Unfortunately, loose cash cannot be identified as yours and, therefore, will not count toward verification.

**\* New Families Only**

Please indicate your child/children's religious education involvement.

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

***For Parish Office Use Only:***

This family is registered at \_\_\_\_\_ Parish.

This family is not registered at \_\_\_\_\_ Parish.

Based on the commitment of Time, Talent and Treasure, this family is considered:

\_\_\_\_ Active Catholic Family \_\_\_\_ Non-active Catholic Family \_\_\_\_ Not a Catholic Family

Pastor's comments to support this designation: \_\_\_\_\_

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Pastor's signature: \_\_\_\_\_ Date \_\_\_\_\_

**St. Joseph Catholic School**

81 Lacy Street  
Marietta, GA 30060  
770-428-3328  
770-424-2960 (fax)  
[www.stjosephschool.org](http://www.stjosephschool.org)



# St. Joseph Catholic School

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## Financial Information

### Fees

- ❖ A non-refundable application fee of \$125.00 is due at the time the application is submitted.
- ❖ Upon acceptance, the following fees are due:
  - a non-refundable acceptance fee of \$100 per child.
  - a non-refundable \$500 Family Deposit fee, which will be applied toward your tuition bill.

### Tuition

- ❖ St. Joseph Catholic School is proud to offer one of the lowest tuition rates within the Archdiocese of Atlanta. In addition, we are also able to offer our families a multi-child family discount. Please visit our website for the current tuition information. [www.stjosephschool.org](http://www.stjosephschool.org)
- ❖ Tuition is collected through three payment options. Families have the choice to pay their tuition:
  - In one annual payment- This full payment is due in July. There is a 4% discount for families who pay their tuition by the due date.
  - In two payments- Semi-annual payments are due in July and December. There is a 2% discount for families who pay their tuition by the due date. Families are required to use FACTS Tuition Management Program with this option.
  - In ten payments-monthly payment are due beginning in July and ending in April. Families are required to use FACTS Tuition Management Program with this option.

### Textbooks

- ❖ Each year parents order textbooks for their child. The cost of textbooks varies greatly between grade levels. The cost for each grade level may be reduced by ordering used textbooks, where applicable. Listed below is an average for ordering a complete set of new textbooks for each grade level.
  - Kindergarten – 2<sup>nd</sup> grade: \$235
  - 3<sup>rd</sup> – 5<sup>th</sup> grade: \$366
  - 6<sup>th</sup> – 8<sup>th</sup> grade: \$488
    - Some textbooks are used for more than one year in middle school.

### Uniforms

- ❖ School uniforms must be purchased through the approved uniform vendor. Uniforms may be purchased new through Uniform Source, or may be purchased used through the school's Used Uniform Sale. Please visit the Uniform Source website to view the pricing.  
[www.uniform-source.com](http://www.uniform-source.com)

### Educational Fees

- ❖ Your child's education is greatly enhanced by Enrichment Area classes and through educational field trips. The costs associated with these classes form the educational fees. Listed below is an average for each grade level.
  - Kindergarten – 7<sup>th</sup> grade: \$163
  - 8<sup>th</sup> grade: \$239

## **Tuition Assistance**

St. Joseph Catholic School is committed to providing a quality education at an affordable price. We are proud to offer one of the lowest tuition rates in the Archdiocese of Atlanta. We are aware that the decision to send your child to Catholic school may mean financial sacrifices for many, and for some, it is simply not affordable without some assistance.

- ❖ All financial aid awards are need-based awards. St. Joseph Catholic School offers tuition assistance to qualifying families through two funds, which are listed below. The process to apply for assistance from either fund begins by completing an on-line application with FACTS Grant and Aid. You can access the application on the FACTS website at [www.factstuitionaid.com](http://www.factstuitionaid.com).
- ❖ Families may apply for both financial aid funds. Please remember that the awards are need-based and the amount of the financial aid award(s) will not exceed the determined financial need.
- ❖ St. Joseph Catholic School prides itself in making every effort to help our families who are in need of financial assistance. Our goal is to use our funds to help as many families as possible. We do not offer the tuition discount for the one or two pay options to those families who receive financial assistance.

### **St. Joseph Catholic School Tuition Assistance**

- ❖ These awards are funded through monies provided by the Archdiocese of Atlanta and St. Joseph Catholic School.
- ❖ Any current or new family may apply for this need-based award.
- ❖ Please begin the process by completing the on-line application with FACTS Grant and Aid. Remember to provide FACTS with any necessary supporting documentation in order to complete the process.
- ❖ Only applications completed by the due date will be considered for an award.

### **GRACE Scholars Tuition Assistance**

- ❖ These awards are funded through the redirection of state tax dollars and are administered by the Archdiocese of Atlanta.
- ❖ Only families with an incoming kindergarten student or a student transferring from a Georgia public school may apply for this need-based award.
- ❖ Please begin the process by completing the on-line application with FACTS Grant and Aid. In addition, an application must be completed for GRACE. You can access the application through the GRACE Scholars website at [www.gracescholars.com](http://www.gracescholars.com).
- ❖ Awards for the GRACE Scholars will be determined and will be valid for the length of time the student is enrolled at St. Joseph Catholic School, as long as the family continues to demonstrate a financial need and the funds are available.

## **Georgia Special Needs Scholarship Program (SB 10)**

St. Joseph Catholic School is pleased to partner with the State of Georgia to provide educational services to students with special needs. While St. Joseph Catholic School can meet the needs of many students who have mild special educational needs, we are not able to provide services for all students with disabilities.

- ❖ Only students who are currently being served within the public school Special Education Program and who have an active IEP may apply for the Senate Bill 10 Scholarship.