



# 2020-2021 REGISTRATION INFORMATION

Registration for returning students opens on January 27, 2020. You can complete it in 3 simple steps:



## STEP ONE

Complete and submit an “Intent to Return” form to any school office.

Deadline: February 15, 2020.



## STEP TWO

Register each child returning to Sacred Heart through the PowerSchool parent portal.

Available on PowerSchool beginning January 27, 2020.



## STEP THREE

The Registration Fee will be invoiced on FACTS on January 27, 2020. Login to FACTS to verify your tuition and incidental payment arrangements before March 1, and pay the Registration Fee as invoiced by the school.

**Remember, your children are not fully registered for the upcoming school year until all THREE steps are done!**

### **Online Registration Instructions (STEP TWO)**

Use the PowerSchool link on the school website and login as you do to view grades. (Online enrollment is not available on the phone app.) Select “Registration” on the left side of home page to begin the form.

Once you have submitted the form for your first child, return to your PowerSchool parent portal home page, select the tab containing the name of your next child (across the top of your PowerSchool window) and choose “Registration” (on the left side) to complete the process. Note: You will not be allowed to update the field containing the student’s grade level.

If you have a current student who is not visible on your PowerSchool account, or need help with your PowerSchool username and password, please contact Shannon Bennett at the elementary campus ([sbennett@shshattiesburg.com](mailto:sbennett@shshattiesburg.com)) or Monica Bellipanni at the high school campus ([mbellipanni@shshattiesburg.com](mailto:mbellipanni@shshattiesburg.com)).

### **FACTS Instructions (STEP THREE)**

Use the FACTS link on the school website and login as you do to make payments on your account. Make any changes you wish to make concerning your account (account information, monthly/ bi-annual/annual payments), and pay the Registration Fee for your family. Call the business office at 601-450-5736 if you have any questions.

See “Tuition and Fees 2020-2021” at <http://www.shshattiesburg.com/documents-forms> for complete information on tuition, fees and financial policies.

# SACRED HEART CATHOLIC SCHOOL INTENT TO RETURN FOR THE 2020-2021 SCHOOL YEAR

Please complete this form declaring your family's intentions for the upcoming year, and return it to any school office on or before February 15, 2020. You may email it to [cbell@shshattiesburg.com](mailto:cbell@shshattiesburg.com).

**FAMILY NAME:** \_\_\_\_\_

Name of Student	Grade for 2020-2021

- Yes, we will be returning to Sacred Heart for the 2020-2021 school year.
- No, we will not be returning to Sacred Heart for the 2020-2021 school year.  
Reason: \_\_\_\_\_  
Name of new school: \_\_\_\_\_  
The Registration Fee invoiced in FACTS will be voided upon receipt of this notice.
- We cannot make a commitment to return at this time.  
Reason: \_\_\_\_\_  
Expected date of decision: \_\_\_\_\_

Please note: Registration Fees will be collected on the date received according to the schedule published on the "Tuition and Fees 2020-2021" document.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## **CATHOLIC FAMILIES**

All Catholic families who wish to obtain the Active Catholic Rate for tuition are required to complete a **Parish Verification Form** annually. Submit the form to your parish priest or parish office by February 15, 2020.

## **NEW CRUSADERS**

If you have children who will be new to Sacred Heart for the 2020-2021 school year (i.e. Pre-K students, transfers), please follow the admissions procedure for new students on the school website at <http://www.shshattiesburg.com/apply-admission> .