

**ST. ANN SCHOOL**  
**NEW FAMILY APPLICATION CHECKLIST**

*ALL FORMS & AGREEMENTS AVAILABLE ON THE SCHOOL WEBSITE UNLESS OTHERWISE INDICATED*

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

**REQUIRED ITEMS:**

- \_\_\_ APPLICATION FORM (1 PER STUDENT)
  
- \_\_\_ APPLICATION INSTRUCTIONS & WORKSHEET (1 PER FAMILY)
  
- \_\_\_ SMART TUITION ACCOUNT FORM (1 PER FAMILY)  
(THIS IS A MULTIPART FORM AVAILABLE AT THE SCHOOL OFFICE)
  
- \_\_\_ TUITION POLICY AGREEMENT (1 PER FAMILY)
  
- \_\_\_ ST. ANN TECHNOLOGY ACCEPTABLE USE FORM  
( 1 PER STUDENT – PARENTS SIGN FOR PK3, PK4 AND K STUDENTS)
  
- \_\_\_ VOLUNTEER SIGN-UP FORM (1 PER FAMILY)
  
- \_\_\_ \$300 NON-REFUNDABLE APPLICATION FEE  
(CHECK OR MONEY ORDER ONLY, PAYABLE TO ST. ANN SCHOOL – NO CASH.)

**DIOCESAN SAFE ENVIRONMENTS FORMS**

- REQUIRED FOR VOLUNTEERS
- AT LEAST ONE FAMILY MEMBER MUST COMPLETE THIS PROCESS

- \_\_\_ BACKGROUND CHECK AUTHORIZATION
- \_\_\_ VIRTUS TRAINING CARD OR CERTIFICATE  
(MAY PRESENT REGISTRATION FOR CLASS IN LIEU OF CERTIFICATE. GO TO [WWW.VIRTUS.ORG](http://WWW.VIRTUS.ORG))
- \_\_\_ SIGNED ACKNOWLEDGEMENT OF RECEIPT  
OF DIOCESAN POLICY ON SEXUAL ABUSE
- \_\_\_ SIGNED ACKNOWLEDGEMENT OF RECEIPT  
OF DIOCESAN CODE OF CONDUCT FOR VOLUNTEERS

**OPTIONAL ITEMS (PLEASE INDICATE N/A IF NOT APPLICABLE TO YOUR FAMILY:**

- \_\_\_ PSAS FINANCIAL AID PACKET
  - AVAILABLE ON REQUEST FROM THE SCHOOL OFFICE. PLEASE E-MAIL [DMARSILLO@CATHEDRALCLUSTER.ORG](mailto:DMARSILLO@CATHEDRALCLUSTER.ORG)
  - MAIL COMPLETED FORMS DIRECTLY TO THE BUSINESS OFFICE
  - STRICT DEADLINE IS 2 WEEKS FROM RECEIPT OF PACKET