

Winter 2012

Dear Prospective Saint Francis International School Parents,

Thank you for your interest in Saint Francis International School, we are thrilled that you are considering becoming part of our community!

Attached you will find two very important documents, our Application for Admission and the Private School Aid Service (PSAS) Student Aid Application Form.

If you decide to apply for admission to Saint Francis International School for the 2012-2013 school year you must submit your Application for Admission form along with several additional documents such as a copy of your child's birth certificate along with the \$50 (non-refundable) application fee. If you are Catholic and would like to be eligible for the Catholic parishioner grant (tuition discount) you must submit the Annual Religion Verification Form and a copy of your child's sacramental record if he or she has been baptized. If your child will be going into grades 1 through 8 in the fall you must also provide copies of report cards and testing results from your child's current school.

Admissions decisions are made on a rolling basis after January 30th. If your child is offered admission you will receive a full registration packet with additional forms and you will have five (5) business days to submit your registration packet and the \$100 per child registration fee to formally accept the offer of admission.

In addition to the \$1,300 grant available to children of parents who are active parishioners in a Catholic church of the Archdiocese of Washington, aid is available based on financial need. Both Saint Francis International School and Archdiocese of Washington have significant financial assistance available. In order to qualify for aid, you must complete and submit (by mail) the PSAS financial aid application by February 10th. No financial aid can be given if a family has not completed the PSAS form. Please note that because of the February 10th deadline we urge you to submit the PSAS application even if you have not made a final decision about applying for admission before February 10th.

Students may also qualify for scholarships from the Latino Student Fund and the Washington Scholarship Fund. We strongly urge all families of Latino heritage to visit www.latinostudentfund.org and all families who reside in the District of Columbia to look into the Signature Scholarship Fund at www.washingtonscholarshipfund.org.

We anticipate being able to provide families of admitted students their official tuition agreement/bill for 2012-2013 after we receive the decisions from the Archdiocese regarding their financial aid. This will likely be in late March or early April.

Saint Francis International School is a not-for-profit ministry of St. Camillus, St. Mark the Evangelist, and Our Lady of Vietnam Churches. **Saint Francis International School was founded with a major goal in mind: to ensure that our school provides a high quality Catholic education that is affordable to a diverse community of families while also ensuring that our school has the ability to financially thrive for years to come.**

Our tuition rates are designed to reflect the full cost of educating a child at Saint Francis International School.

Our full tuition for 2012-2013 for will be

Pre-K for 2 Year Olds: \$7,930

Pre-K for 3 & 4 Year Olds: \$7,430

Grades K-8: \$6,983

Application fee = \$50 per child *due at time of application*

Registration fee = \$100 per child *due at time of registration*

Curricular Materials & Technology fee = \$275 per child *due in June*

**Catholic Parishioner Grant = \$1,300 per child
with proper verification of active participation**

**Financial Aid Available Based on Need
completion of the PSAS form by Feb. 10th required**


Once you have accepted our offer of admission, we will prepare a tuition agreement that reflects your individual situation (active Catholic or not) and includes any offers of financial aid based upon your completion of the PSAS form. We anticipate being able to provide you with this information as soon as we receive notification from the Archdiocese of Washington of their aid decisions.

All families are required either to pay their tuition in full by July 1 or sign up for an 11-month (July to May) payment plan. Two payment plan options are available; please inquire at the school for more information. We will provide a \$200 tuition discount for any family the pre-pays their full tuition by July 1. Also, for families that register for FACTS before the end of May, we will allow you to spread your materials and technology fees over 11 months through the FACTS payment plan.

Parent volunteer service is required; details of the official requirements for 2012-2013 will be available at the beginning of the school year. Tuition rates for the Extended School Program (before and after care) and information about the hot lunch program, fall sports, etc. will be available later in the spring.

If you have any questions or concerns about this information please do not hesitate to contact me by phone (301-434-2344), email (info@sfismd.org), or in person. We are here to help you provide the best education possible for your children!

Sincerely,



Tobias A. Harkleroad
Principal

Queridos Padres Prospectos de la Escuela Saint Francis International,

Gracias por su interés en nuestra Escuela Saint Francis International, estamos encantados de que usted esté considerando convertirse en parte de nuestra comunidad!

Adjunto encontrará dos documentos muy importantes, nuestra Solicitud de Admisión y la aplicación (PSAS) de servicios de asistencia para estudiantes en escuelas privadas.

Si usted decide solicitar la admisión en la Escuela Saint Francis International para el año escolar 2012-2013 debe presentar su formulario de Solicitud de Admisión junto con varios documentos adicionales, tales como una copia del certificado de nacimiento de su hijo, junto con los \$50 (no reembolsable) tasa de solicitud. Si usted es católico y le gustaría poder optar a la concesión feligrés católico (descuento en la matrícula), debe presentar el Formulario de Verificación y una copia del registro sacramental de su niño si él o ella han sido bautizados. Si su hijo va a entrar en el grado 1 al 8 en el otoño también debe proporcionar copias de las boletas de calificaciones y resultados de las pruebas de la escuela actual de su hijo.

Las decisiones de admisión se realizan de forma continua después del primero de Febrero. Si su hijo se ofrece la admisión que recibirá un paquete completo de registro con otras formas y tendrá cinco (5) días hábiles para presentar su paquete de inscripción y la cuota de \$ 100 por niño de registro para aceptar formalmente la oferta de admisión.

Además de la concesión de 1.300 dólares a disposición de los hijos de padres que son feligreses activos en una iglesia católica de la Arquidiócesis de Washington, la ayuda está disponible según la necesidad económica. Tanto la Escuela Saint Francis International y la Arquidiócesis de Washington tienen ayuda financiera significativa disponibles. Con el fin de beneficiarse de la ayuda, debe completar y enviar (por correo) la solicitud de PSAS ayuda financiera hasta el 10 de Febrero. Ninguna ayuda financiera se puede dar si una familia no ha completado el formulario PSAS. Tenga en cuenta que la fecha límite 10 de febrero le instamos a presentar la solicitud a PSAS incluso si no ha tomado una decisión final sobre la solicitud de admisión antes del 10 de febrero.

Los estudiantes también pueden optar a becas del Fondo de Estudiantes Latinos de Washington y el Fondo de Becas. Instamos enérgicamente a todas las familias de la herencia latina para visitar www.latinostudentfund.org y todas las familias que residen en el Distrito de Columbia para buscar en el Fondo de Becas de la firma en www.washingtonscholarshipfund.org.

Nos anticipamos a ser capaz de proporcionar a la familia de los estudiantes admitidos su acuerdo de matrícula oficial / proyecto de ley para 2012-2013 después de que recibamos las decisiones de la Arquidiócesis con respecto a su ayuda financiera. Esto probablemente será a finales de marzo o principios de abril.

La Escuela Saint Francis International es una organización sin fines de lucro para el ministerio de San Camilo, San Marcos el Evangelista, y las Iglesias Nuestra Señora de Vietnam. Saint Francis International fue fundada con un objetivo principal en mente: para asegurar que nuestra escuela ofrezca una alta calidad de la educación católica que es asequible a una comunidad diversa de familias a la vez que asegurar que nuestra escuela tenga la capacidad de sobrevivir y prosperar económicamente en los próximos años venideros.

Nuestras tarifas de matrícula están designados a reflejar el costo total de la educación de un niño en la Escuela Saint Francis International.

Nuestro total de la matrícula para el 2012-2013

Pre-Kinder for 2 Años: \$7,930

Pre-Kinder for 3 & 4 Años : \$7,430

Grados K-8: \$6,983

Tasa de solicitud = \$ 50 por niño al momento de la aplicación

Cuota de inscripción = \$ 100 por niño al momento de la inscripción

Materiales curriculares y la tarifa de Tecnología = \$ 275 por niño en junio

**Feligreses católicos de subvención = \$ 1.300 por niño
con la verificación adecuada de la participación activa**

Se requiere completar el Formulario PSAS hasta el 10 de febrero

Una vez que haya aceptado nuestra oferta de admisión, vamos a preparar un acuerdo de la matrícula que refleja su situación personal (activo católica o no) e incluye cualquier oferta de ayuda financiera basada en su conclusión de forma PSAS. Anticipamos poder ofrecerle esta información tan pronto como recibamos la notificación de la Arquidiócesis de Washington de las decisiones de su ayuda. Todas las familias necesitan tanto pagar su matrícula en su totalidad hasta el primero de julio o registrarse para el plan de pago automático de 11 meses (de julio a mayo) a través de hechos FACTS. Vamos a proporcionar descuento de \$200 de matrícula para cualquier familia que haya pre-pagado su cuota completa hasta el primero de Julio. Además, para las familias que se inscriban con hechos antes de finales de mayo, se les permitirá distribuir los pagos de sus materiales y honorarios de tecnología con el plan de pago de 11 meses.

Se requiere servicio voluntario para padres, más detalles de los requisitos oficiales para 2012-2013 estará disponible a principios del año escolar. Las tasas de matrícula para el Programa Escolar Extendido (antes y después de la atención) y la información sobre el programa de almuerzo caliente, deportes de otoño, etcétera estarán disponible a finales de la primavera.

Si tiene cualquier pregunta o preocupación acerca de esta información, por favor no dude en ponerse en contacto conmigo por teléfono (301-434-2344), correo electrónico (info@sfismd.org), o en persona. Estamos aquí para ayudarle y proporcionar la mejor educación posible para sus hijos!

Atentamente,



Tobias A. Harkleroad
Director



Steps for Applying for New Admission for 2012-2013

(Students *not* currently enrolled at Saint Francis International)

The following steps are required to apply for the 2012-2013 school year.

Complete the ENTIRE Application for Admission packet (be sure to complete the Annual Religion Verification Form if you are Catholic)

Attach all needed additional items:

Copy of valid birth certificate or other government document confirming date of birth

Copy of sacramental record (*Catholics only*)

Copies of report cards and testing reports (*transfer students only*)

Custody order or other court order (*if applicable*)

Academic testing results or special education plan (*if applicable*)

Attach a non-refundable application fee of \$50.00 – check or money order made out to Saint Francis International School. This fee is charged for each student you are registering. If you have more than one student in your family, you will need to pay the \$50 application fee for each child to be registered at Saint Francis International School.

Complete the PSAS financial aid application and mail it by February 10, 2012.

Once your application packet is received the school will notify you of your admission status for 2012-2013. At that time you will have 5 business days to accept our offer of admission.

**Applications for New Admission will begin being reviewed on
January 30, 2012**



APPLICATION FOR ADMISSION

ARCHDIOCESE OF WASHINGTON – Catholic Schools Office

School Name: Saint Francis International School Date: _____

School Year: 2012-2013 Applying for Grade: _____

Applicant Information

Student Name: _____
Last First M.I. (Jr., III)

Sex: Male Female Date of Birth: _____
mm/dd/yyyy

Place of Birth: _____
City State Country

Home Address: _____
Street Address Suite #

_____ *City State ZIP Code*

Email Address: _____
Please provide an email address where all official school communication may be sent.

Sibling(s) Enrolled: _____
Name Grade

_____ *Name Grade*

Religion: _____ Baptized: YES NO

Local Public School System: _____

Local Public School Child Would Attend: _____

The following information is optional but helpful when completing census data for grants and the National Catholic Education Association (NCEA) Data Bank. This information is not used in any way to determine admission.

Do you consider this child to be Hispanic or Latino? Yes No

Ethnicity / Race of Student: *Please check all that apply*

- Native American Native Hawaiian/Pacific Islander Black or African Ancestry
- Asian White or Caucasian Other:

Family Information

Mother

Father

Full Name		
Maiden Name		
Country of Birth		
Home Address		
Home Phone	() -	() -
Cell Phone	() -	() -
Preferred Email		
Occupation		
Employer		
Work Phone	() - Ext.	() - Ext.
Religion		
Parish/Church		

Parents' Marital Status: Single Married Separated* Divorced*
Please check all that apply Mother Deceased Mother Remarried Father Deceased Father Remarried

*** NOTE:** Parents who are (or become) divorced, separated, unmarried, or who have any other special circumstances regarding the custody of their children must provide the school with a current court order or decree of custody for the student's file. Any other specific instructions regarding release of the child or his/her records must be in writing and signed by the parent or parents with court-ordered legal custody. All parents/guardians with legal authority to make educational and religious decisions on behalf of the applicant must sign this form.

Student lives with: Mother and Father Mother Only Father Only
 Legal Guardian (*Please complete the information below*):

Full Name	
Country of Birth	
Home Address	
Home Phone	() -
Cell Phone	() -
Preferred Email	
Occupation	
Employer	
Work Phone	() - Ext.
Religion	
Parish/Church	

Person responsible for Tuition/Fee Payments: _____

Emergency Contact Information

Please list the names of two adults who should be contacted in the event of an emergency if parents listed above cannot be reached

Contact #1:

	<i>Last</i>	<i>First</i>	<i>M.I.</i>		<i>(Jr., III)</i>
Relation to Student:	_____	_____	_____		
Email Address: _____					
Home Address: _____					
	<i>Street Address</i>				<i>Suite #</i>

	<i>City</i>		<i>State</i>		<i>ZIP Code</i>
Home Phone	() -		Other Phone	() -	Ext.

Contact #2:

	<i>Last</i>	<i>First</i>	<i>M.I.</i>		<i>(Jr., III)</i>
Relation to Student:	_____	_____	_____		
Email Address: _____					
Home Address: _____					
	<i>Street Address</i>				<i>Suite #</i>

	<i>City</i>		<i>State</i>		<i>ZIP Code</i>
Home Phone	() -		Other Phone	() -	Ext.

Student Background Information

Subject to the review and approval of the principal, students with special needs may be permitted to attend archdiocesan schools; however, parents must provide accurate and complete information regarding the applicant's needs to assist schools in determining whether reasonable accommodations can be made.

Has your child received special services from a professional (e.g. counselor, speech therapist, special education teacher)?
 NO YES, Briefly describe the type of service, length of service, and if it discontinued, a reason for discontinuation:

Does your child need accommodations to be successful in school? NO YES
If yes, please explain briefly (other forms will be required):

Does your child need any particular academic enrichment in order to successful in school? NO YES, Please list:

Does your child have any diagnosed allergies? NO YES
If yes, please list (other forms will be required):

Will your child require medication to be administered during the school day? NO YES
If yes, please explain briefly (other forms will be required):

Medical Diagnosis: *Please check all that apply:*

No known medical conditions

Diagnosed Condition (specify): _____

Physical Disability:

No existing physical disability

Identified Disability (specify): _____

Learning Disorder:

No known learning disorder

Identified Disorder (specify): _____

Please provide copies of any completed diagnostic work, evaluations or specialized plans that have been developed for your child in the past, which may include psycho-educational evaluations, speech & language evaluations, an Individualized Educational Plan (IEP), a 504 plan, testing for Gifted and Talented Programs or any similar documents. Although archdiocesan Catholic Schools are not required to implement public schools' special education plans, principals may determine the school is able provide reasonable accommodations in some circumstances.

Parent/Guardian Acknowledgment

I/We, the undersigned parent(s), understand and acknowledge that in the event that an Archdiocesan Catholic elementary school receives more qualified applicants than it has the capacity to accommodate, students shall be admitted in the following priority: Catholic students in the order in which they submit completed applications prior to the posted deadline; non-Catholic students in the order in which they submit completed applications prior to the posted deadline; all other students in the order in which they submit completed application after the posted deadline. I/We understand and acknowledge that all applicants shall follow all applicable policies and procedures regarding school-based entrance requirements, including, but not limited to, health examinations and immunizations, before admission may be finalized. Upon admission, all students in Catholic schools in the Archdiocese are to be immunized in accordance with the immunization requirements and the guidelines of the Archdiocese. Exemptions are provided only on a temporary basis to those with a physician-documented medical contraindication.

I/We understand and acknowledge that the admission, instruction and retention of students with disabilities, students with special needs, and students who are English Language Learners cannot be guaranteed. Whether reasonable accommodations can be made for such students is determined on an individual basis and is in the sole discretion of the school's chief administrator (principal) in consultation with the Catholic Schools Office.

I/We understand and acknowledge the Roman Catholic religious nature of the school to which our child is applying. I/We will not publicly repudiate the teachings and traditions of the Roman Catholic Church, and I/we will respect and support the unique identity that the school derives from its Catholic faith. As the primary educator(s) of the applicant, I/We will not act in ways that contradict the Catholic nature of the school. I/we shall cooperate fully with the school and the applicant shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the primary educator(s) of the applicant, we agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and **Saint Francis International School**. I/We hereby confirm that the following documents, required to be considered for admission, including the non-refundable application fee of **\$50.00**, accompany this application:

<u>ALL STUDENT APPLICANTS</u>	<u>TRANSFER STUDENT APPLICANTS ONLY</u>
<input type="checkbox"/> Non-Refundable Application Fee of \$50.00 <input type="checkbox"/> Copy of Valid Age Birth Certificate <i>(Passport, Green Card, or Government Issued Identification)</i> <input type="checkbox"/> Annual Religion Verification Form <i>(Required to receive Catholic parishioner grant)</i>	<input type="checkbox"/> Current standardized test scores plus the two previous years' scores <input type="checkbox"/> Current report card including comments and the two previous years' report cards
<input type="checkbox"/> Copy of Baptismal Certificate <i>(Catholics only)</i> <input type="checkbox"/> Allergy Agreement and Action Plan <i>(If Applicable, can be obtained from school nurse)</i> <input type="checkbox"/> Copy of custody order, or other applicable court orders <i>(If Applicable)</i> <input type="checkbox"/> All relevant evaluations/assessments and previous special education plans <i>(If Applicable)</i>	

I/We hereby acknowledge that all the information contained in this application and its accompanying documents is accurate and truthful. I/We agree to pay all of applicant's tuition and fees when due.

Names of Parents/Guardians: _____ _____

Mother *Father*

Signatures: _____ _____

Sign and date *Sign and date*

*All parents/guardians with legal authority to make educational and religious decisions on behalf of the applicant must sign this form.



Annual Religion Verification Form

Only One Form Required PER FAMILY

Dear Parents/Guardians:

Thank you for choosing a Catholic school. There are many sacrifices involved in making the choice to embrace Catholic education. At Saint Francis International School it is our practice of discounting the tuition for active parishioners of Catholic parishes in the Archdiocese of Washington. We do this because our school receives significant financial support from our sponsoring parishes and the Archdiocese of Washington as a whole. Active and vibrant parishes make it possible for these groups to support us so we have chosen to provide grants to families who actively participate in parish life. Therefore, because the parishioner grant is based on the assumption that families who receive the discount are supporting the school through their parishes we require families to verify with their pastor that they are active and participating parishioners. Families that are not active and participating members of parishes in the Archdiocese of Washington are expected to pay a tuition rate that is closer to the actual cost of educating their children. If you have any extenuating circumstances that you would like to discuss, please contact the school office.

Thank you for your cooperation!

Guidance on criteria for determining "active and participating" parishioner can be found on the back of this form ⇨

La información en español la puede encontrar al reverso de esta forma ⇨

Name(s) of children registered at SFIS: _____

Name(s) of parishioner parent(s): _____

Address: _____

Phone Number: _____

Religion: Catholic (*continue below*) Other (*please name*): _____

Parish: St. Camillus St. Mark Our Lady of Vietnam Other _____
Parish Name Location

Please indicate your level of participation in the life of your parish.

- YES NO I (we) have been registered in the parish for at least 6 months.
- YES NO I (we) attend Sunday Mass in my (our) parish more than 30 times per year.
- YES NO I (we) contribute financially to the parish at a level proportional to my (our) ability.
- YES NO I (we) contribute my (our) time and talent to the life of the parish.

My (our) offertory envelope number is: _____

Signature of Parishioner Parent/Guardians(s): _____

Signature of Pastor (or delegate): _____ Date: _____

Pastor's Name: _____ {PARISH SEAL}

Instrucciones en español

Gracias por inscribir a su hijo(a) en la escuela Internacional San Francisco.

Sabemos que este es un gran sacrificio elegir la educación Católica para sus hijos. Es nuestro deseo ayudar a las familias que están activamente involucradas en la Iglesia para que les sea posible enviar a sus hijos a la escuela Católica.

Si usted es miembro de cualquier Iglesia Católica dentro de la Arquidiócesis de Washington, por favor lleve esta solicitud a la oficina parroquial y ellos le ayudarán a completarla, después por favor devuelva esta solicitud a la Escuela Internacional San Francisco. Usaremos esta solicitud para determinar si es elegible para cuotas reducidas para sus hijos. Usualmente las familias que asisten regularmente a Misa y están involucradas en la Iglesia reciben estos descuentos.

Por favor sepa que siempre mantendremos toda su información privada. Si tiene cualquier pregunta, por favor comuníquese a la oficina de la escuela al (301) 434-2344.

Guidance for Verifying Active and Participating Parishioners

According to Archdiocesan policy it is the responsibility of the pastor of each parish to determine if an individual or family is considered “active and participating” in the life of his parish church. The sponsoring pastors of Saint Francis International School use the following guidance to help make that determination:

Registration

Registration at the parish office demonstrates commitment to the life and ministry of the Catholic Church. One must be officially registered and show evidence of being involved in the life of the parish (usually through the use of the envelope system) for at least 6 months as a parishioner, as recorded in the parish database. If recently registered as a parishioner (less than 6 months), a statement from the former parish of “active and participating” status at the parish will be accepted to qualify for tuition discount until regular parishioner status at the current parish can be established. The registration requirement typically applies to the custodial parent/guardian of child and assumes the child participates in the life of the parish with that parent.

Regular Attendance

The Sunday Eucharist is the foundation and confirmation of all Christian practice. Attending Mass on Sundays and Holy Days is a responsibility of all Catholics that allows the members of the Church to build their relationship with Christ and His community of disciples (c.f. CCC 2181). Parents of Catholic students should be particularly aware of this teaching of the Church, as they have solemnly promised God to raise their children accordingly to the law of Christ and His Church at their child’s baptism.

The easiest way to demonstrate one’s attendance at Sunday Mass is by participating in the parish envelope system.

For the sponsoring parishes of SFIS the use of at least two envelopes per month in the Sunday collection, even if those envelopes contain a minimal financial contribution, will be considered adequate evidence of regular attendance. Those families signed up on monthly auto withdraw for their tithing will need to place an empty contribution envelope in the collection at least twice a month. Envelopes dropped off or mailed to the parish office are accounted for but do not fulfill the requirements of regularly attending Mass.

Support of the Parish Life

The reason a grant is offered to an “active and participating parishioner” is because they are already supporting the parish by way of their time, talent, and treasure. The level of financial support will vary from family to family depending on the family’s income and situation.