



Automatic Registration / Re-enrollment

December 8, 2020

Dear Parents and Guardians:

As we work through the many challenges caused by the coronavirus, we are already planning for our 2021-22 school year. The vaccination work continues and progresses, yet we continue to recognize increased planning and preparation is important for our continued success. We are blessed to think about some return to normal in the coming year.

While we have limited our enrollment this school year based on space restrictions and planning following the CDC and department of health guidelines, we recognize the importance of engaging prospective families and students as we graduate our 8th graders and open enrollment. As you know, January is our typical engagement of prospects and we have already started this process with interested families on our waitlist and new requests. *In order to simplify the process for re-enrollment, we are **modifying the enrollment process.***

Your family will be enrolled at St. Margaret School for the 2021-22 academic year; this replaces the previous year letter of intent. **Every family will complete this 'Enrollment Online' before December 11th.** The online form will be sent through email. **Enrollment is limited to one response per family.** If you are not returning, we will send you another required online form for the Opt-Out process.

By registering our students for next year now, we will save time and paperwork while ensuring our classroom seats are filled allowing advanced planning. Here is how it works!

- After completing your Enrollment Online in December, families will be billed the **Enrollment Fee*** for their re-enrollment in your Smart Tuition account late January with payment due before **March 15**. We could do this in January, but we know that the holidays are upon us, and anticipate the break till February will assist each of you.
- After March 15, the re-enrollment fees will be adjusted for all those who have not paid through their Smart Tuition.
- ***Families who do NOT have their tuition up to date, jeopardize re-enrollment and will be notified in January by the Business Manager/administration with a summary of your tuition or fees outstanding.***
- If you would like to register any additional family members for September in our Prekindergarten to 7th grade, please email our **Advancement-Admissions office: info@smsnarberth.org** for the necessary paperwork to be sent to you.
- Final acceptance and re-enrollment is based on age/academic readiness, availability and financial obligations being up to date and an interview process when deemed necessary.
- If you are not planning to return next year, the **"Opt-Out" online form will be required**. All Opt-Out forms for the 2021-22 school year are required within 5 days of electronic receipt, or Re-Enrollment will be processed, and you will be billed.

Thank you in advance for your commitment to Catholic education at St. Margaret School, we are sure this process will make your lives and ours a little easier through the COVID challenges and the years ahead.

God Bless you and your family,

Monsignor Paul Dougherty, Pastor | Mary Anne Johnston, Principal | Anne Becker, Admissions

[CLICK HERE to fill out the Enrollment form](#)

*N.B.: Non-refundable Enrollment Fees are \$175 for one child; \$350 for two or more children will be billed in Smart Tuition for payment before March 15. **On March 16, the fees change to \$225 for one child and \$425 for two children. The forms will be added to our school website | Admissions pages.**