

TO: Parents and Students  
RE: Registration for 2020-21  
DATE: February 11, 2020

## REGISTRATION INSTRUCTIONS

Your student received graduation requirements and course request worksheets on Tuesday, February 11. Advisors have scheduled individual meetings with students on February 19 or 21 to review and advise for an appropriate academic program. This recommended schedule will be listed on the course request form. The form has all courses and alternate course selections listed with appropriate department/teacher approval signatures. Parents should carefully review the schedule and sign the form. Questions or concerns can be noted on the bottom of the form and will be reviewed by the advisor or the Vice Principal of Curriculum & Instruction. Students will receive the Course Request form, Emergency form, Concussion Form, Cardiac form, and the Tuition Enrollment Contract during their advising appointment. Please note: The course catalog, including academic policies and procedures, is on-line under the academic section of our web site: [www.bellarmineprep.org/academics](http://www.bellarmineprep.org/academics).

FACTS Tuition Information: Your non-refundable tuition enrollment deposit will be billed as an invoice, via email, through FACTS by Friday, February 14, 2020. If you do not receive this invoice, please contact Mary Graves, [gravesm@bellarmineprep.org](mailto:gravesm@bellarmineprep.org). Your deposit is due by March 16, 2020.

Also required for registration are final forms requiring completion. Please be certain all are filled out, signed and returned. **The following forms need to be signed and returned:**

**To be returned to student's advisor by Tuesday, February 25, 2020:**

- **Course Request Form**
- **Updated Emergency Form\***
- **Concussion Form**
- **Cardiac Form**
- **Tuition Enrollment Contract**

\*Please note that we only **update** the Emergency Form. Parents should have completed this original form for freshman registration. *You need only to update this form and return it with registration materials.* Please update the form carefully, sign and return with the registration materials. **If no changes, please sign and return.**

Students planning not to return to Bellarmine should still complete the class registration process but the Tuition Enrollment Contract should have "**Not Returning**" written across the form and **signed by the parent.**

With this process, it is our plan that all students will have their 2020-21 course schedule before the end of this school year. Thank you for your assistance in this process. Remember, parent and student signatures are required and all forms are returned to the advisor.

Bill Baerg  
Vice Principal of Curriculum & Instruction