

REGISTRATION PROCESS INSTRUCTIONS

The next step in our admissions process is registration. Registration takes place in the Library at Bellarmine. To make this process go as smoothly as possible and avoid a long wait we ask that you make every effort to register on the date and time indicated on your acceptance letter.

Registration is an opportunity for parents, students and Bellarmine advisors to meet and discuss mutual expectations as members of the Bellarmine community. These individual meetings allow us to talk about the commitment we share in your student's Bellarmine experience. An academic advisor will review the Mission/Commitment and address any concerns or questions you may have.

Part of the registration process is finalizing your academic schedule. Parent, student, and academic advisor will discuss course selection and placement. Academic recommendations are based on your current program and grades, placement exam scores and teacher recommendations. Elective choices are listed on this form also. You and your advisor will discuss and finalize an academic program for the next school year. Math and science placement will be determined following the math placement test in May. The course catalog is available online at <http://www.bellarmineprep.org/course-catalog/>.

Students and parents will meet with technology staff as well. Students will have their photos taken for temporary identification in the student database. Students will have an opportunity to have photos taken again in the fall for student ID and picture packets. Families will have the opportunity to purchase iPads and get more information regarding our One-To-One program.

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. **Your deposit is due by February 28, 2020.**

The following forms are due at registration:

1. The Certificate of Immunization status form, which is a requirement for entrance, must be fully completed. According to Washington State Law (WAC 246-105-050) this form must be fully completed and updated for admission into school. You must bring this completed form at the time of registration. **No student will be registered without this completed form.** There will be no exceptions.
2. The Mission/Commitment form must be signed and will be discussed with the advisor at registration.
3. The Emergency Information Form must be completed and signed by a parent or legal guardian.
4. The Cardiac Form must be signed.
5. The Concussion Form must be signed.

Note: The Pre-Participation Physical Evaluation Report Form must be completed by a physician and is due to Kristine Zelazny, Assistant to the Vice Principal of Student Life, by August 1. This is **required** for all new students (freshmen and transfer students).

We look forward to seeing you at registration. Congratulations and welcome to Bellarmine.