

## **St Lawrence Elementary School Admission Policy**

We are thrilled you are considering St. Lawrence Catholic School for the 2026-2027 School Year! St. Lawrence is a Roman Catholic elementary school committed to the spiritual, academic, and personal development of a diverse community of students. Inspired by the Gospel of Jesus Christ, we nurture students so they will become compassionate and confident life-long learners.

In order to ensure an orderly and equitable admission for children to St. Lawrence School, this policy and procedure is adopted and shall be periodically revised to allow for improvement based on the changing needs of parish membership, demographic trends and/or other pertinent factors. Once ratified by the Principal, revisions of this policy shall supersede any prior admission policy of the School.

The School strives to accommodate students with physical, emotional, social, or learning challenges. However, families must fully disclose the nature and known extent of such challenges at the time of registration. The School has limited resources to meet certain challenges and may recommend educational alternatives that may better serve the needs of some students. When determining if a transfer student can be served, the School will consider both the individual student's needs and the existing dynamic/needs of the class that would be accommodating the new student.

The School Administration and Pastor establish policies for admission of Catholic and nonCatholic students in alignment with archdiocesan policies. Catholic Schools administered under the authority of the Archdiocese of Cincinnati comply with those constitutional and statutory provisions as may be specifically applicable to the schools which prohibit discrimination on the basis of race, color, sex, age, disability, or national origin in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs. This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students/parents who publicly advocate any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith. Catholic schools have not been, nor shall they become, havens for those wishing to avoid social problems confronting them in the public sector.

St. Lawrence is a Catholic school that abides by the teachings and rules of the Catholic Church. Faith is integrated into all aspects of the school's activities. It would be inconsistent with the school's identity and mission to teach, promote, or encourage an understanding that is contrary to Catholic teachings. Thus, a student's expression of his

or her gender, sexual identity, or sexuality that is inconsistent with the Catholic Faith may be considered by St. Lawrence when determining whether to admit or retain a student.

**Scholarship Opportunities:**

At St. Lawrence School, we believe that every child deserves a high-quality, values-based education, regardless of their family's financial circumstances. We offer scholarships including both the Traditional Ohio EdChoice and Ohio EdChoice Expansion Scholarships. We also offer the Jon Peterson Scholarship.

For Preschool Aged students, we Accept the Cincinnati Preschool Promise Tuition Grant and Publicly Funded Child Care (PFCC) offered through Job and Family Services.

**Tuition:**

Tuition per child for Grades K-8 is \$7,200.00. Preschool Tuition is \$11,000. If you are not applying or do not qualify for the Traditional EdChoice, EdChoice Expansion Scholarships, Cincinnati Preschool Promise or PFCC, you may apply for Financial Aid. Please inquire about our Financial Aid application in our school office.

**Registration Fees and Document Requirements:**

A registration fee of \$100 per child, not to exceed \$300 per family must be paid at the time of registration. The registration fee is refundable ONLY if the student is not accepted after screening.

FOR 8TH GRADE STUDENTS ONLY, there is a fee of \$150 that covers the HSPT test preparation class, extra field trips just for 8th grade, and the 8th grade t-shirts designed by the students.

All parents are required to provide copies of the following documents at the time of registration:

Birth Certificate

Baptismal Certificate (if applicable)

Custody Documents (if applicable)

Health Records including shot records

Past school records including report card and attendance (Grades 1-8)

IEP/504/Service Plan (if applicable)

Proof of address in the form of a current utility bill in parent name (please request a Property Owner Affidavit if you do not have utilities in your name)

In addition, students applying to grades K-8 will be required to participate in a student screening process. Kindergarten screening is completed on 1 day, and screening for grades 1-8 will offer multiple days to accommodate schedules. St. Lawrence will notify parents of acceptance within one week of the new student screening, provided all other requirements for registration have been met.

To be considered for enrollment, registration is to be completed in our school management system, Digital Academy. The link to enroll will be released on our website once the Enrollment Window opens. The registration fee may be paid on-line using a credit card or ACH, or in the school office with cash, check or money order.

**Application Process:**

**STUDENTS ARE NOT CONSIDERED REGISTERED UNTIL ALL PAPERWORK IS COMPLETED, ALL REQUIRED DOCUMENTS ARE PROVIDED, AND ALL FEES ARE PAID.**

Priority registration for current students AND siblings of current students (who will be required to complete the screening process) begins January 5, 2026.

Priority Registration for NEW families begins January 26, 2026. Priority registrants will be notified by February 28, 2026.

No enrollment will be considered for K-8 after June 15.

For Preschool Registration, in addition to completing the registration forms on-line, there is a packet that contains an application for Cincinnati Preschool Promise and PFCC, a medical form to be completed by a physician, and other internal documents required to maintain our 5-Star Step Up to Quality Rating. Please see the School Office for a packet. A proof of income is also required if applying for either the CPP tuition grant or PFCC. All PK packets MUST be completed and returned by August 14, 2026 (please schedule an appointment with your physician before this date to obtain the required medical documents on time).

**Admittance Preference:**

Priority Enrollment will be allocated according to the order of preference listed below and will end February 27, 2026. If all spaces are filled, a waiting list will be established. Any registration applications received after February 27, 2025 will be reviewed as they are received on a first come first served basis with Catholic students accepted first.

Order of preference for admissions:

1. A child currently enrolled at St. Lawrence School in our preschool through 8th grade.
2. A child with brothers and/or sisters currently enrolled, who is seeking enrollment for the first time and is Catholic. (if class size restrictions cause a need to prioritize further, the tenure of the enrolled student will be used to determine priority, i.e. the potential student with the existing sibling that has attended St Lawrence the most amount of years will be considered first). This student will still need to complete the screening process for grades K-8
3. A child with brothers and/or sisters currently enrolled, who is seeking enrollment for the first time and is not Catholic. (again, if class size restrictions cause a need to prioritize further, the tenure of the enrolled student will be used to determine priority, i.e. the potential student with the existing sibling that has attended St Lawrence the most amount of years will be considered first). This student will still need to complete the screening process for grades K-8
4. A child, seeking enrollment for the first time, whose parents are considered active parishioners\*.

5. A child, seeking enrollment for the first time, whose parents are Catholic but not members of St Lawrence, St William or St Teresa Parishes.
6. A child, seeking enrollment for the first time, whose parents are not Catholic.

\*An active parishioner is one who participates in the Sunday liturgies at any of the Parish Family masses (St. Lawrence, St. William or St. Teresa).

**Age Requirements:**

For Preschool 3-year old class, students must be 3 years old on or before September 30 of the year of admittance. Students must also be potty-trained.

For Preschool 4-year old class, students must be 4 years old on or before September 30 of the year of admittance.

For kindergarten, students must be 5 years old on or before September 30 of the year of admittance.

For first grade, students must be 6 years old on or before September 30 of the year of admittance.

**Probationary Acceptance:**

New students (including Kindergartners) are accepted on a probationary status. If within the first trimester after admittance, the teacher(s) and principal judge the student to be inadequately adjusting to discipline or academic standards, or the school is not able to meet the student's needs, the parent/guardian may be required to withdraw the student from St. Lawrence and seek enrollment in a different school.

During the probationary period, students will:

1. Comply with discipline code and procedures established by the classroom and school.
2. Attend school regularly and on time.
3. Give all personnel proper respect.
4. Parents/Guardians will follow school procedures.
5. Achieve appropriate academic progress.
6. Be adequately prepared for class on a daily basis, submit homework regularly and on time, and participate appropriately in class.
7. Communicate any issues or concerns a new student has to teachers and administration.