



November 10, 2022

Dear Parents,

We hope this finds you well and content with how the school year is progressing. We are grateful for the collaborative partnership we share in the education of your child and consider our current St. Rose School families to be a great blessing. You are our top priority, and as such we want to give you the first opportunity to register your child(ren) for the 2023-2024 school year.

Priority registration for current St. Rose School families will open December 16, 2022 and goes through January 21st with a non-refundable registration fee of \$150. We encourage you to register promptly in order to hold your child's spot in their class. Starting January 22nd registration will be open to the general public, and the registration fee will increase to \$250. If you have not registered by January 22nd, we cannot guarantee a spot for your child. So please take advantage of this special offer now.

We are aware of the financial commitment that tuition places on many families. In response to this, the Diocese of Bridgeport offers tuition assistance through the Bishop's Scholarship Fund. The application process opens February 1, 2023. Please apply promptly, as no applications will be accepted past the March 15th deadline. St. Rose School has some tuition aid available as well but only for families who have applied first for the Bishop's Scholarship Fund.

Please visit www.FACTSmgt.com/aid to fill out your application and submit supporting Documentation.

This year the Diocese is enrolling St. Rose School in a new Admissions Program called SchoolAdmin. This is the site where families will register for the new school year going forward. You will receive a separate verification code per parent. Once you access your account, you will click on the button that says "Continue Enrollment Process" and at the top of the checklist it will say "Enrolling for (X) Grade in 2023-2024". From this page you will check demographic data and fill in any missing information in the "Contract" which will then link you to FACTS. You will also have an enrollment checklist with supplementary forms to fill out. As you complete items, the checklist will automatically check them off. Once your checklist is complete, your registration for the new year will be finalized.

This site will incorporate admissions (for new students-only), enrollment (registration) and FACTS all into one program to help streamline the process. Below you will find the steps you will follow to complete your registration for the new school year, 2023-2024.

Steps to Register for the 2023-2024 school year:

1. During the week of December 5th - 9th, you will receive an email with a 8-digit code to activate your account with our new admissions platform, SchoolAdmin. We encourage you to activate your account prior to December 16th. You will see an enrollment checklist and may begin to complete it, however the vital student data review, tuition agreement and contract will not be available until registration opens on December 16th.
2. On Friday, December 16th, you will receive an email with a link to login to your SchoolAdmin account to begin the registration process. On this date, the tuition agreement will be added to your online portal.
3. Complete the tuition agreement and contract and all other checklist items to complete your registration for the 2023-2024 school year. This will include selecting your tuition plan and paying your registration fee in your FACTS account.
4. If you wish to help bridge the tuition gap with an optional tax deductible payment of \$2,558 per student, you will have the opportunity once you log in to your FACTS account.

If you have any questions about registration, please contact Mrs. Crystal Mok, admissions@srles.com or 203-426-5102 (ext 5). You may direct technical questions about the online registration process to Mrs. Katelyn Doane at doane@srles.com. Our bookkeeper, Mr. Larry Rice, can assist you with your FACTS account, bookkeeper@srles.com or 203-426-5102 (ext. 27). I am also happy to answer any questions you may have.

Thank you for your attention and support. We look forward to our continued partnership in your child's learning journey. At St. Rose School we blend tradition and innovation to create enlightened students who bloom in mind, heart and soul.

Sincerely,

Dr. Bardhyl Gjoka, Principal