

Required Documentation Checklist
New Students Only

Student's Name: _____

Grade: _____

- Registration Form (Front and Back)
- 2025 – 2026 Tuition and Fees Agreement
- Enrollment Contract
- Official Bureau of Vital Statistics Birth Certificate (to be copied in the office)
- Copy of child's Social Security card
- Copy of the student's baptismal certificate (if Catholic)
- Immunization Record
- A signed Student Record Release Authorization form if transferring from another school (available in our school office)
- The last report card and any standardized test scores from the previous school (if applicable)
- Any outside evaluation or screening assessment (if applicable)
- Divorce Custody Decree (if applicable)
- Payment for registration and all applicable fees (cash or check payable to St. Michael Catholic School)
- Completed scholarship application and documents (if applicable)
- After School Program Application (if applicable)