



Our Lady of the Holy Rosary St. Richard Catholic School

January 17, 2023

Re: 2023-2024 School Families Re-registration Instructions

Dear Holy Rosary-St. Richard School Families,

The annual school enrollment process for the 2023-2024 school year will begin on January 17, 2023. Enclosed for your review is the 2023-2024 financial agreement.

To re-register your child, kindly follow these instructions:

- Complete and sign the enclosed 2023-2024 Financial and Tuition Agreement.
- Once the forms are completed, submit them to the school office, along with the registration fee.
- If your personal information has changed, update the attached FACTS form and return with your registration.
- If you are enrolling a new sibling, obtain a new student registration packet from the school office.
- Scholarships
Step Up For Students 2023-2024 Submit Award Letter.
Upon registration Family Empowerment Scholarships will be rolled over to new school year.

We are strongly encouraging all families to go into FACTS and apply for automatic deduction as this will be a requirement for the 2023-2024 school year.

If all pending balances are not paid by Monday, March 2nd then students may not re-register.

HRSR School Marketing - Please keep in mind that any family, who refers a family that enrolls their child or children in our school, will receive a referral credit for that family. To receive the referral credit, the new family needs to inform the school office which existing family referred them to the school, when they register. If we are not informed upon registration, the credit will not apply.

As always, please contact the school office with any question you may have.

In His Service,

Mrs. Floredenis Brown
Principal