



ST. COLUMBAN
· SCHOOL ·

896 Oakland Road | Loveland, Ohio 45140

513-683-7903 | fax 513-683-7904

www.saintcolumbanschool.org

2011 Nationally Recognized Blue Ribbon School

January 2022

Dear Prospective Parents of Students in Grades 2-8,

Thank you for your interest in St. Columban School. We are excited to begin the registration process for the 2022-23 school year! We celebrate over 90 years of academic excellence providing a challenging, value-centered education, and are eager to support you in your role as primary educator of your child.

Completing the registration forms is the first step in the admission process for your child. Forms should be typed, printed and submitted, along with the other items on the checklist, to the school office. After review of all applications, we use a combination of factors to help us learn about your child. This process includes academic screening, which is scheduled by appointment (typically on Thursday mornings), a review of previous school records and contact with your child's previous teacher or school. Acceptance will be determined in accordance with the priority admission policy. Final acceptance letters and/or waiting list letters will be mailed by April 1, 2022 after the screening is complete.

We are happy to assist you in any way. If you have questions or concerns, please call the office at 513.683.7903. We hope this is the beginning of a successful journey for your child at St. Columban School.

Sincerely,

A handwritten signature in black ink that reads "Mrs. Donna Muchmore". The signature is written in a cursive style.

Mrs. Donna Muchmore, Principal

General Registration Information for Attending St. Columban

REGISTRATION

First and foremost, St. Columban School is established to serve primarily the membership of St. Columban Parish. The parish believes that our school is truly an important ministry in the life of the parish community. Our school does not discriminate on the basis of race, color, gender, or national origin. Moreover, our school will accommodate students with disabilities, if, with reasonable accommodations, the student can meet the academic and behavioral guidelines of the school. Our belief is that every child who belongs to a family registered at St. Columban Parish should have the opportunity for a Catholic education to the best of our ability. That is why it is important to have a clear policy of acceptance.

The following priority list will be used to determine admission to St. Columban School:

I. Pre-Kindergarten

St. Columban School welcomes children who are four years old on or before August 1st of the current school year, if deemed to be ready through the screening process.

- a. Children accepted in the previous academic year, but who wish to repeat the Pre-K program must do so at a minimum of 5 half days
- b. Children who were not accepted in the previous academic year for readiness reasons, who are now found ready, and whose parents have remained active parishioners
- c. Children of active parishioners who have siblings presently enrolled in our school and whose tuition is current
- d. Children from families of active parishioners who elder siblings attended St. Columban School
- e. Children of active parishioners who do not have siblings presently attending our school
- f. Children of inactive parishioners who already have siblings presently enrolled in our school and whose tuition is current
- g. Children of inactive parishioners who do not have siblings presently enrolled in our school
- h. Children of non-parishioners will be considered

Based on the above criteria, acceptance will be prioritized by the program requested. Options are: five full days, three full days, five half days and three half days.

Preliminary acceptance letters, based on the above criteria, will be issued on or before March 1st. After that date, each registration will be considered independently.

II. Kindergarten

St. Columban School welcomes children who are five years old on or before September 30th of the current school year, if deemed to be ready through the screening process.

- a. Children who were not accepted in the previous academic year for readiness reasons, who are now found ready, and whose parents have remained active parishioners
- b. Children of active parishioners who have siblings presently enrolled in our school and whose tuition is current
- c. Children from families of active parishioners whose elder siblings attended St. Columban School
- d. Children of active parishioners who do not have siblings presently attending our school
- e. Children of inactive parishioners who already have siblings presently enrolled in our school and whose tuition is current
- f. Children of inactive parishioners who do not have siblings presently enrolled in our school
- g. Children of non-parishioners will be considered

Preliminary acceptance letters, based on the above criteria, will be issued on or before March 1. After the preliminary roster has been determined, each registration will be considered independently.

III. Grade One

- a. Top priority will be given to currently enrolled students whose families remain active parishioners of St. Columban
- b. Those children who were not accepted in the previous academic year for readiness reasons, who are now found ready, and whose parents have remained active parishioners
- c. Children of active parishioners who have siblings presently enrolled in our school and whose tuition is current
- d. Children from families of active parishioners whose elder siblings attended St. Columban School
- e. Children of active parishioners who do not have siblings presently attending our school, but who registered for kindergarten, completed the screening process, and were placed on the kindergarten waiting list
- f. Children of active parishioners who do not have siblings presently attending our school. This will include families moving into the Loveland area, who were active in their previous parish.
- g. Children of inactive parishioners who already have siblings presently enrolled in our school and whose tuition is current
- h. Children of inactive parishioners who do not have siblings presently enrolled in our school
- i. Children of non-parishioners who registered for kindergarten, completed the screening process and were placed on the waiting list
- j. Children of non-parishioners

IV. Grades Two through Eight

- a. Top priority is given to currently enrolled students whose families remain active parishioners of St. Columban
- b. Children of active parishioners who have siblings presently enrolled in our school and whose tuition is current
- c. Children from families of active parishioners whose elder siblings attended St. Columban School
- d. Children of active parishioners who do not have siblings presently attending our school. This will include families moving into the Loveland area, who were active in their previous parish.
- e. Children of inactive parishioners who already have siblings presently enrolled in our school and whose tuition is current
- f. Children of inactive parishioners who do not have siblings presently enrolled in our school
- g. Children of non-parishioners will be considered

Acceptance letters, based on the above criteria, will be issued on or before April 1. After acceptance letters have been prepared, each registration will be considered independently.

Occasionally, there is a waiting list for one or more of the grades here at St. Columban. When a waiting list is enacted, it remains in effect during the current school year until the start of the official registration period for the next year, as determined by the school principal. However, at the close of the official registration period, those on the waiting list who were offered a place, but refused to take it for whatever reason, will have to re-register for the new academic year and be put on the waiting list with the others. Those who were on the original waiting list but were not offered a place in our school will be reconsidered following the criteria listed above. In the event that the number of applicants in a category exceeds the number of possible seats in any given grade, the school and parish administration will review the totality of the applications to determine admission. Discretionary review is reserved to the school principal and pastor in making admission decisions.

Please direct any questions regarding tuition to the Parish Office at 683-0105.

NEW STUDENTS

A student new to St. Columban School will be subject to a probationary period of one trimester. The purpose of this time period is to determine if our program and environment will allow the new student to succeed and reach his or her full potential.

NON-DISCRIMINATION POLICY

St. Columban School admits students of any sex, race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, national or ethnic origin in administration of educational policies, admission policies, loan programs, athletic and other school-administered programs, and/or in hiring teachers.



REGISTRATION CHECK LIST

Read Only Items:

- Welcome Letter
- General Registration Information

Items to be completed and returned to the school office or submitted online:

- _____ 1. Registration Check List – Form 1
- _____ 2. Application – Form 2a, 2b and 2c
- _____ 3. Permission to Screen and Talk to Current School—Form 3
- _____ 4. Stewardship Letter (Read only) and Stewardship Form – Form 4
- _____ 5. Testing Fee - \$30.00
- _____ 6. Original Birth Certificate (copies must be made in the school office)
- _____ 7. Original Baptismal Certificate (unless baptized at St. Columban)
- _____ 8. Transportation Form – Form 5
- _____ 9. Records Transfer Form

St. Columban School 2022-23 Application

STUDENT INFORMATION – Form 2A

Student Name:

Last: _____ First: _____ Middle: _____

Goes By: _____ Child's Birth Date: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Family Phone: _____ Family e-mail Address: _____

Child's Birthplace: (City/State/Zip) _____ Gender: Male: ___ Female: ___

Ethnic Background: _____ Religion: _____

Does the student speak English as a second language? Yes: _____ No: _____

First Language: _____

Does the student speak English and another language? Yes: _____ No: _____

Other Language: _____

Is the student exposed to another language at home? Yes: _____ No: _____

My Child has Medical Issues and Needs Assistance: Yes: _____ No: _____

My Child Has an IEP: Yes: _____ No: _____

My Child has an Accommodation Plan: Yes: _____ No: _____

If yes to any of the above, please indicate the medical issues and/or learning disabilities:

Present School: _____ Grade Level 20-21: _____

School Address: _____ City/State/Zip: _____

Reason for Transfer: _____

If your child attended the public school of residence where would he/she attend?

School District: _____ School Building: _____

SACRAMENTS

	DATE	CHURCH	CITY/STATE
Baptism			
First Communion			
Reconciliation			
Confirmation			

STUDENT INFORMATION – Form 2B

Student's Name: _____

FATHER'S INFORMATION

Father/Guardian: Last: _____ First: _____ Middle: _____

Check One: Married Divorced Single Widower Remarried Deceased

Check One: Birth Father Stepfather Guardian Adoptive Parent

Other Explain: _____

Birth Place: _____ City: _____ State: _____

Religion: _____ U.S. Citizen: Yes: _____ No: _____

Father's Cell Phone: _____

Address (if other than child's): _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Employer: _____ Occupation: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Business E-mail: _____

MOTHER'S INFORMATION

Mother/Guardian: Last: _____ First: _____ Middle: _____

Check One: Married Divorced Single Widower Remarried Deceased

Check One: Birth Mother Stepmother Guardian Adoptive Parent

Other Explain: _____

Birth Place: _____ City: _____ State: _____

Religion: _____ U.S. Citizen: Yes: _____ No: _____

Mother's Cell Phone: _____

Address (if other than child's): _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Employer: _____ Occupation: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Business E-mail: _____

STUDENT INFORMATION – Form 2C

Student's Name: _____

If parents are divorced, indicate the custodial parent: Mother: _____ Father: _____ N/A: _____

Custody paperwork is required in the school office.

If child is adopted, records must be supplied. Paper work submitted: Yes: _____ No: _____ N/A: _____

Are you a parishioner of St. Columban Parish: Yes: _____ No: _____

If not, and registered elsewhere, where are you registered? _____

Number of siblings of the applicant: _____

Please list the name, age, and school, if applicable, of each sibling:

Name of Sibling	Age	School if applicable

Would you be interested in after school care by Champions? Yes: _____ No: _____

Interested in learning more about Sacraments? Yes: _____ No: _____

How did you hear about St. Columban School? Please mark all that apply.

Neighbor or friend Social Media Yard signs Parish bulletin

School website Open House Parish e-News Other

Outdoor electronic sign at corner of parish property

Signature of Parent/Guardian: _____

Date: _____



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PERMISSION TO SCREEN AND TALK TO CURRENT SCHOOL - 3

Thank you for applying to St. Columban School for the 2022-2023 school year. We get students from a variety of schools, some of which are strongly based on academics and some based more on social and emotional development. Therefore, it is our policy to screen each student before acceptance. We may also ask to meet with you and/or your child prior to acceptance. Please indicate below your consent to have your child screened.

I give my permission to have my child _____ screened at St. Columban School for the 2022-2023 school year.

In some cases we may contact your child's previous school/teacher in order to gain further insight into your child's social, academic, and emotional development. Please fill out the form below permitting your child's current school to release verbal information to: Mrs. Donna Muchmore, Principal. We are not requesting official school records at this time; however, we do need this form returned with the application to expedite our decision making for the 2022-23 school year.

Name of Student: _____

Name of Current School: _____

Address of Current School: _____

City/State/Zip _____

Phone Number of Current School, including Area Code: _____

Fax Number of Current School, including Area Code: _____

Name of Principal: _____

Guidance Counselor: _____

Name of Teacher: _____

Signature of Parent/Guardian: _____

Date: _____



LIVING OUT STEWARDSHIP – 4

Dear Parishioner,

As baptized members of the church, we are all called to become actively involved in the word and work of Jesus Christ. During the baptismal ceremony parents accept this responsibility on behalf of their children and renew their own promise. The active involvement of all members is central to our celebration of the Sunday Eucharist.

Our promise is most often lived out in the parish community by sharing our time, talents, and treasures. As you prepare to register your child for the upcoming school year, we ask you to reflect on your family participation in the parish life of St. Columban. To help you take a personal inventory of your gifts to our community, we ask you to please list on the following page the ways in which your family lives out stewardship. Please take the time to fill out this form completely as we use the information that you provide to determine acceptance in accordance with our priority admission list. If you are new to St. Columban, please complete this form using your past history from your previous school/parish.

Sincerely yours,

A handwritten signature in black ink that reads "Mrs. Donna Muchmore". The signature is written in a cursive style.

Mrs. Donna Muchmore, Principal

A handwritten signature in black ink that reads "L. Tensi". The signature is written in a cursive style.

Reverend Lawrence R. Tensi, Pastor

LIVING OUT STEWARDSHIP – 4

ONE FORM PER FAMILY

Family Name: _____

If new, name of previous parish where stewardship occurred: _____

TIME: (festival, school volunteers, stuffing bulletins, etc.)

Past participation and year of service: _____

Future plans for participation: _____

Talent: (teaching in ERE, liturgical ministries, coaching sports, etc.)

Past participation and year of service: _____

Future plans for participation: _____

Treasure: (Sunday collection, parish commitment card, etc.)

Past participation and year of service: _____

Future plans for participation: _____

Community service outside of St. Columban and year of service: _____

Signature of Parent/Guardian: _____

Date: _____



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TRANSPORTATION FORM – 5

NEW STUDENT REGISTRATION

Please provide the following information for the child you are registering to attend St. Columban School for the 2022–2023 school year.

Transportation:

Little Miami Car Rider
 Loveland Other
 Milford
 Goshen

We plan to ride the bus:

AM: always sometimes never
PM: always sometimes never

Date to begin riding the bus: _____

Student Name: Last: _____ First: _____

Child's birth date: _____ Gender: Male: Female: 2022–23 Grade: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Family Phone: _____ Family e-mail Address: _____

Parents' Names: _____

If further information is needed, please contact Angie Geier in the St. Columban School office at 513-683-7903 or at ageier@saintcolumbanschool.org.



RE: TRANSFER OF STUDENT RECORDS

Date: _____

Child's Name: _____

Birth Date: _____

Current Grade: _____

The student named above has recently enrolled in our school. Please forward all school and medical records to us at your earliest convenience. Please include a copy of all past grades, the birth certificate, custody papers (if applicable), results of standardized group and individual achievement tests, psychological evaluations, health records, and any other pertinent information which will assist us in proper placement.

Thank you,

Mrs. Donna Muchmore
Principal, St. Columban School

School from which we can obtain your child's current records:

Name _____

Address: _____

City, State, Zip: _____

Phone: _____ **Fax:** _____

Parent's Signature: _____

Date _____