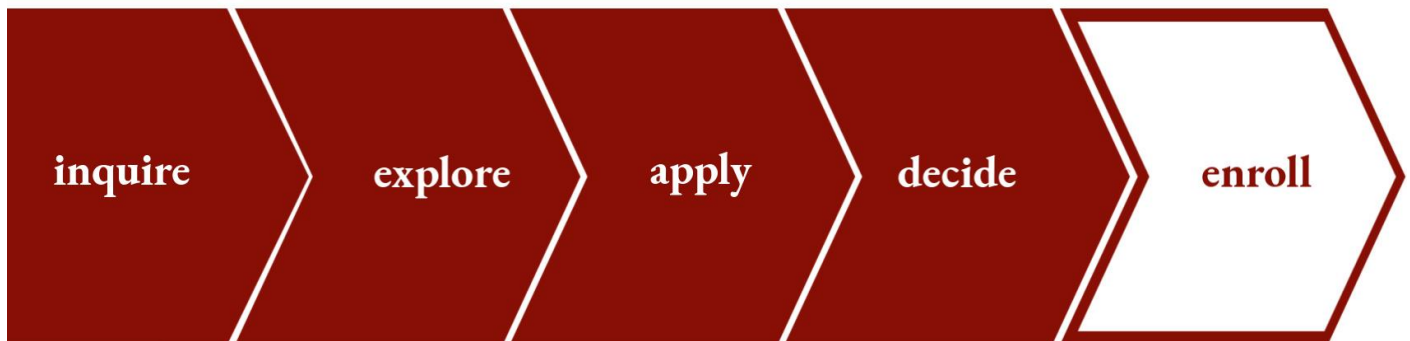


# ST. PAUL'S CHOIR SCHOOL | HARVARD SQUARE

29 Mount Auburn Street, Cambridge Massachusetts 02138-6031  
617-868-8658 • [www.saintpaulschoirschool.us](http://www.saintpaulschoirschool.us)

## *Overview of Enrollment Documents*

As you explore the enrollment process at Saint Paul's Choir School, the documents and stages will fall into the following five categories. It is our sincere hope to bring you as quickly and conveniently to enrollment as possible. Because of this, please use this sheet as a guide to each document that accompanies the stages of enrollment that you and your son will encounter.



### PREVIOUSLY COMPLETED STEPS

- 1. APPLICATION** – *On the admissions page of the school's website, you can access the application website only after registering.*
- 2. FINANCIAL AID APPLICATION** – *On the school website's admissions page, you can access the FACTS financial aid application. We ask that all families register for financial aid. Please note, verification of your financial aid application and documentation can take two to three weeks.*
- 3. DECISION** – *Congratulations on your son's acceptance into Saint Paul's Choir School! We are very happy to move forward with his enrollment!*

*\*\*\*If you have not completed both the application and financial aid application, please do so. An enrollment agreement cannot be drafted without the information contained in the financial aid application. This information is then reviewed and verified by an independent third party, who will determine how much financial aid to award. Your financial aid award will be presented on the Enrollment Agreement.*

## CURRENT STEP

### ENROLLEMENT & SUBMISSION OF ENROLLMENT DOCUMENTS

**3. SIGNED ENROLLMENT AGREEMENT** – Once the online application and financial aid application (via the FACTS site) are completed, we will provide you with an Enrollment Agreement. This will include your financial aid award and a selection of payment plan options. Feel free to contact us regarding any questions or comments you may have about the award/payment plan. Please return your signed copy in person or via US Postal mail.

As a part of the enrollment process, some additional forms must be submitted. Hard copies can be submitted in person or digital copies can be sent to [admissions@saintpaulschoirschool.us](mailto:admissions@saintpaulschoirschool.us).

**4. Physician's Physical Report for Schools** – This document, obtained from your son's pediatrician, includes a note of clean bill of health along with an immunization history.

**4A. Allergy Plan** - *If your son has a documented, life-threatening allergy, you must include your son's Allergy Plan. Upon entry to the school, duplicates of any medications, prescriptions, or life-saving devices listed in the Allergy Plan must be stored at the school at all times.*

**5. School Records from Prior School** – *If you have not submitted this online via the application portal, please do so.* This document, prepared by your son's prior school, consists of his academic records.

**5A. IEP/504** – *If you have not submitted this online via the application portal, please do so.* If your son has an IEP or 504 Plan, these documents must also be supplied to Saint Paul's Choir School.

**6. Birth Certificate** – We require a copy of your son's birth certificate.

**7. Baptismal Certificate** – Though this is *not required*, it is helpful and recommended, as the school's religious activities and religious education can involve sacraments or even sacrament preparation at your discretion.

**8. \$500 ENROLLMENT FEE** – This enrollment fee will secure your son's place in the next academic year's class! This fee must be submitted via check with your signed enrollment agreement in person or US Postal mail.