



## HOLY FAMILY SCHOOL

ONE FAMILY . . . UNITED IN CHRIST

### Application for Admission 2025-2026 Grades 1-8 Checklist

*To complete the application process, please note the following:*

Content and check off list:

- Instructions, p 2
- Holy Family School Application Form
- Tuition Payment Preference Worksheet
- Admissions Teacher Recommendation Form (Entering Grades 1-8)
- Information Regarding Legal Custody Form
  - Custodial papers (if applicable)
- Release of School Records Form

In addition to the above completed forms:

- Non-refundable Registration Fee \$100 Per Student
- Immunization Record (copy of immunization booklet)
- Birth Certificate (copy only)
- Baptismal Certificate (copy only)
- Church envelope (or provide church membership id#)
- Copy of current report card
- Copy of recent standardized test scores
- Copies of evaluations, IEPs or other reports



## HOLY FAMILY SCHOOL

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### Application for Admission 2025-2026 – Instructions

If you have any questions in the completion of the admissions application, you are welcome to call Katrine Franklin at 330.688.6412 or email [kfranklin@holyfamilyschoolstow.org](mailto:kfranklin@holyfamilyschoolstow.org)

Please return the **COMPLETED APPLICATION** to Holy Family as soon as possible. We will verify receipt of your completed application BY EMAIL.

**Holy Family School Application Form:** Please complete as thoroughly as possible.

**Tuition Payment Preference Worksheet:** Please complete.

**Admissions Teacher Recommendation Form:** Applicants entering Grades 1-8, please complete the first section and submit it to your child's current teacher with a stamped envelope addressed to Holy Family School, 3163 Kent Rd. Stow, Ohio 44224.

**Information Regarding Legal Custody Form:** Please complete as thoroughly as possible. If applicable, please include current custodial papers.

**Release of School Records Form:** Please return this form to Holy Family School, *not* to your child's current school. We will process it.

**Immunization Record:** Please provide us with a copy of your child's immunization booklet.

***Application does not guarantee enrollment. We may not be able to accommodate all students who apply.***

Informational Pieces:

Tuition Policy

Volunteer *Virtus* Guidelines

Admissions Guidelines

Faith Direct Enrollment Form



## **HOLY FAMILY SCHOOL**

3163 Kent Road  
Stow, OH 44224-4498  
One Family  
United in Christ

### **Admission Guidelines and Priority**

Registration is conducted in January/February for the next school year only. Information concerning registration will be published in advance of the registration period in the Holy Family Parish Sunday Bulletin and in the school newsletter.

Holy Family School admits students of any race, color and national or ethnic origin to all rights, privileges, programs and activities. In all cases, admission of students will be made only in those cases in which Holy Family School can meet the child's needs, and if class size is not at capacity. Admission to Holy Family School is contingent upon the full cooperation and support of parents with all policies as stated in the Parent-Student Handbook. All newly admitted students are on a six-month probation period.

Students will be considered for admission to Holy Family School on a priority basis as follows:

1. Families who are members of Holy Family Parish (see notation below) who have registered when their children are ready to enter school and
  - have siblings in the school
  - do not have siblings in the school.

**\*Note: A family is considered to be a member of Holy Family Parish when the family is formally registered at Holy Family Parish and receives envelopes; the family regularly practices the Catholic faith with emphasis on attending Sunday Mass and reception of the Sacraments; and the family contributes to the support of the parish through the regular use of offertory envelopes or donates via Faith Direct.**

2. Families from neighboring parishes (see notation below) that do not have an elementary school who
  - have siblings in the school
  - do not have siblings in the school.
3. Catholics from neighboring parishes (see notation below) that do have an elementary school and have written permission from the pastor who
  - have siblings in the school
  - do not have siblings in the school.

4. Non-Catholic students will be considered for admission with the following provisions:

- Space is available at the grade level requested.
- The parents understand the Catholic philosophy of education and are supportive of the policies of Holy Family School. Parents are willing to support their child's participation in the regular school program, including daily religion classes, liturgies, prayer services, etc.

**Admission of Transferring Students**

Transferring students will be accepted up to the maximum class size after a thorough review of their scholastic achievement program, conduct, attendance at PSR classes (if applicable) and reason for transfer. Students entering Grades 1 through 8 must submit an Admissions Teacher Recommendation Form before acceptance is considered. Under no circumstances will a student be admitted to avoid racial integration in another Catholic or public school.

**Waiting List**

Students' names will be placed on the waiting list for the current registration year when the grade to which they are seeking admission has enrollment at capacity. Students are considered for placement on a waiting list according to the following priorities:

- \* their family are members of Holy Family Parish and registered at the time they moved into the parish, but their children were unable to be admitted because of lack of classroom space.
- \* their family has moved into the parish and their children are coming from other Catholic schools and/or with their first child entering school.
- \* their family has been living in the area, but registered only at the time when their children were ready to enter school.

**Decisions regarding the admission of students to Holy Family School will be based upon these guidelines, interviews with parents, and consultation with previous school administrators and teachers. The Pastor/Administrator of Holy Family Parish and the school principal are responsible for the application of these guidelines and the final decision on the admission of any student.**





# HOLY FAMILY SCHOOL

## APPLICATION FORM

### STUDENT INFORMATION

Date of Application: \_\_\_\_\_ Entering PreK:  Prek3-2  Prek3-3  Prek4-4  PreK-Full Day  
Entering Grade:  K,  1,  2,  3,  4,  5,  6,  7,  8

Student First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Student Last Name: \_\_\_\_\_

Student Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Student Sex: \_\_\_\_\_ Student Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MM DD YYYY

Student Birthplace: \_\_\_\_\_  
(City, State, County)

Ethnicity:  White  Asian  Black/African American  Hispanic  Multiracial  
 Native Hawaiian/Pacific Islands  Native American  Unknown/Other  Do Not Wish to Disclose

Religious Affiliation: \_\_\_\_\_ Parish: \_\_\_\_\_

Baptism Date: \_\_\_\_\_ Parish: \_\_\_\_\_

Reconciliation Date: \_\_\_\_\_ Parish: \_\_\_\_\_

Communion Date: \_\_\_\_\_ Parish: \_\_\_\_\_

Previous School: \_\_\_\_\_ Phone: \_\_\_\_\_

Previous School Address: \_\_\_\_\_  
(Street, City, State)

Public School District and name of public school student would attend: (ex: Stow-Munroe Falls, Fishcreek Elementary)

\_\_\_\_\_ District Name

\_\_\_\_\_ School Name



Other children in the family/list name & birth dates:

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Name  
\_\_\_\_\_  
Name  
\_\_\_\_\_  
Name  
\_\_\_\_\_  
Name

\_\_\_\_\_  
Birth date  
\_\_\_\_\_  
Birth date  
\_\_\_\_\_  
Birth date  
\_\_\_\_\_  
Birth date  
\_\_\_\_\_  
Birth date

Language Spoken at Home:  English  Other (list) \_\_\_\_\_

**RELATIVES (other than parents) WHO ARE HOLY FAMILY SCHOOL ALUMNI:**

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Name  
\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship  
\_\_\_\_\_  
Class Year  
\_\_\_\_\_  
Relationship  
\_\_\_\_\_  
Class Year  
\_\_\_\_\_  
Relationship  
\_\_\_\_\_  
Class Year

# Tuition Payment Preference Worksheet

Parent/Family Last Name \_\_\_\_\_

# of K-8 Students (Please circle one):            1            2            3            4            5

Payment Options (Please circle one):

1. **FACTS** monthly payment plan
  
2. Payment in full by August 1, 2025



## Returning FACTS families

Holy Family School will re-enroll families who are already enrolled in the FACTS system. **Please indicate below your selection for the Peace of Mind (POM) Benefit:** The POM Benefit will pay any eligible FACTS unpaid balance in the event of the death of the Responsible Party or his/her legal spouse. Coverage is only available to individuals under age 70.

\_\_\_\_ Yes, please re-enroll/enroll me in POM. I agree to pay the \$22.50 non-refundable annual fee, per agreement.

\_\_\_\_ No, please do not enroll me in POM.

FACTS will communicate to you via email or postal mail (option you selected) within their system once re-enrollment is completed.



## Attention families NEW to the FACTS program

**Please enroll by clicking on the FACTS logo found on the Holy Family School website, [www.holyfamilyschoolstow.org](http://www.holyfamilyschoolstow.org) by March 1<sup>st</sup>.**

## Families with PRESCHOOL students

Families with preschool students enrolled in the Holy Family School Preschool program. If you would like to utilize the FACTS system to pay for preschool please complete the following:

Student Name: \_\_\_\_\_

Preschool Class:    \_\_\_\_ 2 Day ~ 3 year program            \_\_\_\_ 3 Day ~ 3 year program

                          \_\_\_\_ 4 Day ~ 4 year program            \_\_\_\_ 5 Day/All day ~ 4/5 program

## Tuition for the 2025-2026 school year is set at \$7,000

Please note that the amount of parent commitment each family pays will be reduced by the amount of awarded scholarships received by each student. We need you to apply for scholarships in order to receive them.

**Scholarship Options: Please initial next to the scholarships you intend to apply for.**

**EdChoice/EdChoice Expansion** – If you are currently on either of the EdChoice Scholarships, please complete the renewal process. If you are not currently receiving either of the scholarships, please review the eligibility requirements for EdChoice Expansion at <https://education.ohio.gov/Topics/Other-Resources/Scholarships/EdChoice-Expansion/How-to-Apply-for-EdChoice-Expansion>.

**Jon Peterson Special Needs Scholarship** – provides scholarships to students who are eligible to attend kindergarten through twelfth grade and have an Individualized Education Plan (IEP).

**Holy Family Angel Scholarship Fund** – Please complete the application using the QR code provided.

**DTA (Diocesan Tuition Assistance)** – Apply for DTA through FACTS Grant & Aid. There are also specialized scholarships available through the diocese.

**We have decided not to apply for any scholarship.**

The Fund A Dream (FAD) application process has changed for the 2025-2026 academic year. Holy Family is allowed to recommend twelve (12) students for this scholarship. If your child has been recommended for a FAD grant, you will receive a Parent Attestation form to complete and return to the school by **March 15, 2025**.

Scholarships will be applied, and your final parent commitment amount will be communicated to you in a drafted tuition agreement. We need you to submit your scholarship applications as soon as possible so your tuition agreement can be drafted.

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Parent/Guardian Printed Name

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Signature



**HOLY FAMILY  
SCHOOL**  
FOUNDED 1949

Candidate's Full Name \_\_\_\_\_ Current Grade: \_\_\_\_\_

*I give the signing teacher permission to fill out the teacher recommendation form and to share information about my child.*

Parent signature: \_\_\_\_\_

**Teacher Recommendation Form**

The above named candidate is applying for admission at Holy Family School. We are asking a teacher from the most recent school year to please complete this form to the best of his or her ability. **Please mail this completed form to Holy Family School, 3163 Kent Road, Stow 44224.**

Teacher completing form \_\_\_\_\_

What subjects do you currently teach the candidate? \_\_\_\_\_

Please rate the student using the scale provided. For responses lower than 3, please comment.	1= poor 3= average 5= excellent	Comments
Attitude		
Acts Responsibly		
Attendance		
Social Skills		
Respectfulness		
Initiative		
Ability to keep commitments/meet deadlines		
Punctuality		
Leadership Potential		
Results Oriented		
Maturity		



**HOLY FAMILY  
SCHOOL**  
FOUNDED 1849

1. Has the student been disciplined for a severe infraction? If yes, please explain.

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2. Have any academic accommodations been made that should continue to facilitate this student's success? (e.g., extended time, preferential seating, etc.)

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3. Overall impression of candidate (please circle one):

*Highly recommend*    *Recommend*    *Recommend with reservation*    *Do not recommend*

Comments: \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_



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## INFORMATION REGARDING LEGAL CUSTODY to be completed as part of the registration/re-registration agreement

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade in 2025-2026 \_\_\_\_\_

Address of child's residence: \_\_\_\_\_  
\_\_\_\_\_

Child lives with: \_\_\_\_\_ both parents \_\_\_\_\_ mother as custodial parent  
\_\_\_\_\_ father as custodial parent  
\_\_\_\_\_ grandparent(s) (with legal custody)  
\_\_\_\_\_ other. Please explain: \_\_\_\_\_

Residential parent/guardian:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Is there a court order (or pending order) affecting the custody and/or residency of the child?

Please attach a certified copy of the entire custodial agreement including the case number and those sections referring to visitation rights and contacts with the school. Also include the page bearing the judge's signature and court seal. This copy should include any and all modifications made as of the date of registration of the child in this school. It is also the responsibility of the parents to inform the principal of any subsequent modifications during the child's tenure at the school.

Non-residential parent:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Does the non-residential parent have visitation rights?

Is there a court decision that states that the non-residential parent should NOT receive school information or attend school activities?

Is the non-residential parent responsible for paying tuition?

(A complete copy of the school's procedures dealing with family custody situations is included in the school handbook.)



## HOLY FAMILY SCHOOL

### CONSENT FOR RELEASE OF RECORDS TO HOLY FAMILY SCHOOL

By my signature, I, \_\_\_\_\_, as parent or legal guardian  
Name of parent/guardian

of \_\_\_\_\_, whose date of birth is \_\_\_\_\_,  
Name of student Date of birth

give permission to the principal of \_\_\_\_\_ School  
School Name

\_\_\_\_\_ School  
Address City, State Zip

to release the following school records of \_\_\_\_\_ to  
Student Name

Holy Family School, 3163 Kent Road, Stow, OH 44224.

Please release the following school records for the above-named student who is transferring to our school:

- Grades and academic records
- Attendance records
- Medical records (including hearing and vision)
- Birth Certificate
- Standardized Testing results (MAP, State tests, etc.)
- Disciplinary records
- IEP/ETR/Accommodation Plan/504 (if applicable)

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

3163 Kent Road Stow, OH 44224  
phone 330.688.3816 fax 330.688.3474 www.holyfamilyschoolstow.org