



November 27, 2018

Dear Future SJCA Families,

We would like to let you know about the exciting improvements to the application process for Saint Joseph's Catholic Academy for our partner families at Lock Haven Catholic Elementary School.

These are the four easy steps to complete the SJCA application for enrollment in the 2019-2020 school year.

1. Complete the online application at <https://stjoeacad.schooladminonline.com>*
2. The application fee is \$25.00 until March 1st. The application fee after March 1st is \$125.00
3. Schedule a Meet & Greet Tour by contacting Mrs. Lingenfelter at mlingenfelter@stjoeacad.org or by calling 814.808.6118 ext. 304.
4. Send current grade report by scanning and uploading to the schooladminonline portal.

**Please note that we no longer require two letters of recommendation nor an essay for our Catholic partner school applicants.*

Once these steps are complete and the student and parents receive an acceptance letter from Saint Joe's the enrollment & registration process will begin. Parents will receive an email with the directions to complete enrollment checklist for the 2019-2020 school year. The enrollment & registration process opens for parents and students after acceptance on March 19, 2019. The enrollment and registration checklist include items such as Memorandum of Understanding; Deposit (10%) & Tuition Payment Plan; Acceptable Use Policy; Handbook Confirmation; Honor Code Form; Emergency Contact Form; OTC Medication Form; Record Release, etc.

To apply for tuition assistance please complete the FACTS Grant and Aid application beginning January 1, 2019 through April 15, 2019 at <https://online.factsmgmt.com/signin3G1JX>.

Please mark your calendars for the SJCA New Student night on April 16th at 6:00 pm. Students and parents will be able to schedule classes, explore club opportunities, talk with students, faculty & staff.

The wonderful Saint Joe's faculty and staff and I feel privileged to be a part of this school family. We thank you for your support and look forward to meeting you.

Blessings,


Ms. Jennifer Mallett
Head of School


Mrs. Maryann Lingenfelter
Director of College & Career Counseling
Faith. Scholarship. Leadership. Service.


Mrs. Malissa Martin
Dean of Students