

December 27, 2016

Dear Parents,

We will be starting the registration process for the 2017-2018 school year in January. We “front load” this process so that we can adequately plan for staffing and budgets. Our Finance Committee and administration work diligently to keep tuition as low as possible while still trying to provide a quality faith-based education and it helps if we know by the end of March how many students we have and what courses they are interested in taking. I encourage you to read this entire letter right away to acquaint yourself with deadlines and actions required by parents/students and then place it somewhere to easily reference it between now and April.

On January 9th, students will be given registration information (teacher recommendation form, pick sheet, what courses are available for each respective grade level) during homeroom. We will instruct students how to complete the form, how the recommendation process works, and the timeline for completing items. All registration materials, forms and video tutorials will be available on the Lansing Catholic website by January 9. Initially, a link for registration will be on the front page but it can also be found by clicking on the “Admissions” tab (Admissions>Getting Started>Returning Students).

Teacher recommendations are required for every class. Each teacher will base their recommendations on the student’s *current level of performance*. Students that receive a recommendation for an honors/AP course are not required to take that course and may select a lower level course. A student cannot select a higher level course than for which they were recommended unless they have a waiver meeting with the recommending teacher and department chair. ***The waiver process is outlined at the end of this letter.

Beginning January 30th, families should access the course request feature in Skyward to select courses for the 2017-2018 school year once the recommendation form has been completed. Our expectation is that parents and students will do this together at home or wherever you have access to the internet. This will give you, as parents, an opportunity to have input and insight as to what courses your child will be taking next year. Course requests will close on February 5th. Courses should not be chosen based on the current teacher as these may change.

Students will then meet individually with a counselor to verify course selections and their graduation requirement progress. This will take place during the school day according to the following schedule:

- Freshmen - February 6 & 7
- Sophomores - February 9 & 10
- Juniors - February 8

Students must bring their signed recommendation form and their Skyward student password to this meeting. Appointment times are assigned to students and will be posted on the front office window and in the library.

Registration packets for families who have completed the course selection process on time will be mailed on March 13. This mailing will contain confirmation of course requests and the financial agreement form/tuition calculation worksheet. These forms should be completed and returned to school as soon as possible with the \$100 registration fee per student. Please note that after April 15, the registration fee increases to \$200 per student. Parents and students should review the selected courses listed in this packet. **If any changes need to be made, families must request these by April 15. We do not make family-requested changes after this time as it disrupts the master schedule.** For this reason please be sure to be pick courses carefully and be timely in requesting changes.

Families that wish to request financial assistance need to complete the on-line FACTS form and submit the necessary supporting documentation to FACTS by **March 1, 2017**. The FACTS Grant & Aid Assessment is a third party service that conducts the financial need analysis for Lansing Catholic High School. For more detailed information regarding financial aid go to the school website and select financial aid under "Upcoming News & Events".

The finance committee has recommended the Tuition and Fee structure for the 2017/2018 school year to the Board of Directors for their review and approval at their January board meeting. I will communicate the new tuition rate to families as soon as possible through my weekly "Monday email blasts."

Please do not hesitate to contact us if you have more questions about registration. Contact information is provided on the registration time line handout included with this letter.

Sincerely,

Doug Moore,
Principal

***A waiver request is a student's opportunity to enroll in a higher-level course than which they were recommended. The following steps outline the procedure for "waiving into a class":

- Student picks up waiver form from his/her counselor
- Completed waiver form is given to department chairperson for the respective class
- Department chair will schedule a meeting with the recommending teacher, student, and parent. The purpose of this meeting is to discuss
 - Reason for initial course recommendation
 - Student's strengths/weaknesses regarding recommendation
 - Implications of "waiving into a class" for which they were not recommended

All waiver requests must be made by April 15.

2017-2018 Registration Timeline

- January 9 Student orientation about registration during homeroom
- January 9-19 Students get recommendations from classroom teachers
- January 23-30 Homeroom teachers review recommendation form for BIG picture review
- January 30 Students begin selecting courses on-line with their parents
- February 5 On-line course selection closes
- February 6-7 9th grade counselor meetings (Class of 2020)
- February 8 11th grade counselor meetings (Class of 2018)
- February 9-10 10th grade counselor meetings (Class of 2019)
- March 1 FACTS financial aid application due (on-line)
- March 13 registration packets mailed home
- April 15 registration materials due; deadline to apply for a waiver meeting
- April 16 registration fee increases to \$200 per student

Contacts for Registration

Counselors

Joanne Westfall, students whose last name begins with A-K

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Registrar

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Tuition/Financial Aid

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