

St. Roman Parish School **Checklist for Enrollment**

These are the documents needed for the admissions process at St. Roman Parish School:

- For Choice Applicants: Proof of Residency and/or Proof of Income
- For Tuition Applicants: Family Commitment Contract & Registration Fee
- Original Birth Certificate
- Immunization Records
- Sacramental Certificates (if received at a parish other than St. Roman)
- Registration Form
- Payment Agreement Form

It is very important that your child's file is complete. We offer several no-contact ways to submit your documents. Please send in the information to the office:

- Via text message to 262-682-1706
- Via email to erika.alvarez@stromanschool.com (When emailing, please write the applicant's name)
- Drop it in our drop box located at the front of our building

Tips on submitting documents via email or text message

1. When sending pictures of your documents, make sure that you have good lighting so we can have a good quality picture.
2. When submitting Income documentation with sensitive information (like you SSN or your bank account), please make sure that you block off those numbers.

If you have any questions, please don't hesitate to contact us at the office at 414-282-7970 or email erika.alvarez@stromanschool.com

Sincerely,

Office Staff