



Enrollment and placement procedures - New families/students only!

Checklist for families

1. _____ Communicate with Director of Enrollment, Laurie Dougherty (laurie.dougherty@bishopheelan.org or 712-252-1350)

2. Cumulative file - documentation needed - complete enrollment files which includes:
 - _____ a transcript (high school only)
 - _____ a current report card (K-12)
 - _____ standardized test scores (ISASP, FAST and/or universal screener)
 - _____ discipline and attendance records
 - _____ Individualized Education Plan (IEP), 504, medical documentation if applicable
 - _____ extracurricular involvement (athletics and activities)
 - _____ a copy of the student's birth certificate
 - _____ a copy of the student's immunization record

3. _____ Students and parents/guardians will meet with the building principal/staff members. It is recommended each student complete some amount of shadow time at the school.

Once all of the above is done, the final items to complete include:

- _____ complete online registration (OLR) (insert link)
- _____ complete the Educational Savings Account application (insert link) (Iowa residents only)
- _____ complete financial aid application- TADS (insert link)
- _____ pay \$100 registration fee and sign a tuition agreement
- _____ meet with guidance counselor to schedule classes - high school only

Enrollment is NOT guaranteed if the cumulative file has not been received and reviewed prior to registration and registration fee. Therefore a student could still be told by BHCS that we cannot meet their needs and serve them if adequate resources are not available for the student. Enrollment could still be denied after OLR is complete and the \$100 fee has been paid.

*Registration could take more than a week depending on circumstances, receipt of the cumulative file, and the \$100 deposit.