



2026-2027

Admission, Prioritized Enrollment & Waiting List Policies

ADMISSION POLICY

- A. All current students are required to complete and submit their online re-enrollment forms and make payment of the \$50.00 returning student enrollment fee during the Prioritized Enrollment Period for the next academic year.
- B. A current student who **does not** re-enroll during the Prioritized Enrollment Period will be considered withdrawn for the next academic year.
- C. A current student will be refused enrollment if his/her parent/guardian has not fulfilled the following financial obligations:
 - 1. No outstanding financial debt from the current or any previous academic year.
 - 2. Tuition for the new academic year is either paid in full or set up on a monthly payment plan through FACTS by Verification Day.
- D. New students apply for admission by completing and submitting an online new student application, along with payment of the \$100.00 new student enrollment fee. New student admissions will be based on the priority classification established in the Prioritized Enrollment and Waiting List Policies.
- E. An Academic Skills Readiness assessment is given to potential students to determine appropriate placement.
 - 1. New students are not placed until assessments are completed and scored.
 - 2. All admission paperwork, including previous school records, must be completed, and submitted prior to assessment.
- F. After receiving an acceptance notification, a student's parents will be provided with additional required enrollment forms to complete and submit for their student.
- G. After completion of the admission and enrollment process, new or transferring students will be on a nine-week probationary period to further evaluate that social and academic behaviors are in compliance with the school's guidelines and expectations. The probationary period may be extended if deemed necessary by the school. If during this probationary period there are any problems, a student may be asked to withdraw from Saint Elizabeth Ann Seton Catholic School.

PRIORITIZED ENROLLMENT POLICY

Saint Elizabeth Ann Seton Catholic School follows the prioritization described below for existing and new student applications received during the Prioritized Enrollment Period. When enrollment demands exceed the maximum number allowed per grade level, additional student(s) may be added to the class per approval from the pastor or principal. While the pastor, in consultation with the principal, will make the final determination as to who is enrolled at Saint Elizabeth Ann Seton Catholic School, the Saint Elizabeth Ann Seton School Board, has determined the prioritization for admitting existing and new students to the school by using a classification system. Please note that before a student can be admitted, all other admission requirements must be met. If enrollment demands exceed the maximum number of available spots per grade, students may be placed on a waiting list in accordance with the Waiting List Policy.

A. **Prioritized Enrollment Period**

1. An established period of time, approximately 2 calendar weeks, published on the Saint Elizabeth Ann Seton Catholic website prior to the beginning of each school year.
2. All applications received during this period will be prioritized based upon the classifications defined below.
3. In the event that the enrollment demand is exceeded within any of Classifications A-D, prioritization will be as identified within that classification. If additional criteria is needed, criteria from the next classification will establish priority enrollment.

Classification A

Applicants who are current K-7 students enrolled at Saint Elizabeth Ann Seton Catholic School and students of teachers employed at Saint Elizabeth Ann Seton Catholic School.

Classification B

Applicants who are siblings of current K-8 students at Saint Elizabeth Ann Seton Catholic School. Current K-7 students must also have submitted applications during the Prioritized Enrollment Period for the upcoming school year.

Classification C

Applicants who are registered parishioners of Saint Elizabeth Ann Seton Catholic Church and do not meet Classification A-B criteria. If additional prioritization is required within this classification, the families with the longest tenure as parishioners at Saint Elizabeth Ann Seton Catholic Church shall be prioritized.

Classification D

Applicants who are registered parishioners of a Catholic Church other than Saint Elizabeth Ann Seton Catholic Church in the Diocese of Fort Wayne – South Bend and do not meet Classifications A-C. If additional prioritization is required within this classification, the families with the longest tenure as parishioners at their current Catholic Church shall be prioritized.

Classification E

Applicants who do not meet Classifications A-D. If additional prioritization is required within this classification, prioritization will be established based upon the timestamp recorded on the application.

WAITING LIST POLICY

Saint Elizabeth Ann Seton Catholic School offers a Waiting List when enrollment demands exceed the maximum number allowed per grade. Additional student(s) may be added to the class per approval from the pastor and principal. While the pastor, in consultation with the principal, will make the final determination as to who is enrolled at Saint Elizabeth Ann Seton Catholic School, the Saint Elizabeth Ann Seton School Board, has determined the prioritization for students on the Waiting List. Please note that before a student on the waiting list can be added, all other admission requirements must be met.

Waiting Lists are on a single applicant basis and are filled as spots become available in the applicant grade level.

At the end of each school year, the waiting list is cleared. Waiting lists do not carry over to the next school year.

Waiting List Classification A

All applicants who registered during the Prioritized Enrollment Period and did not achieve enrollment due to demand exceeding available spots per grade. Prioritization within the Waiting List Classification A is in accordance with the Priority Registration Policy classification.

Waiting List Classification B

All applicants who did not submit applications during the Prioritized Enrollment Period. Prioritization within the Waiting List Classification B is on a first come, first served basis. This is based upon the timestamp recorded on each application.