



New Student Registration Checklist

Complete the tuition contract and all necessary paperwork

Please mail or turn in the packet to the Business Office at the High School campus. Your registration payment of \$200 per student must accompany the contract in order to be completely registered.

Consider the Tuition Insurance Plan

The premium for the plan must be paid with Registration if you desire to participate.

Pay the Capital Assessment Fee (\$650 per family)

The Capital Assessment Fee is due June 15, 2020 and is **not drafted**. Failure to pay the Capital Assessment Fee will result in your student not being admitted to class on the first day of school.

MCPS Family Email Address

Once you have completed registration, a MCPS email address will be assigned to your family and serves as the **official form of all school communication**. Instructions on how to access this email account will be mailed to the home address provided within the online application. **Please note we will not email to a personal email address.**

Complete your Family Profile Update

All families must complete the Family Profile Update via direct links emailed to your MCPS family email address during June or the first part of July. Please note that we will not email the link to any personal email address. The Family Profile Update must be completed for each returning student prior to the first day of school. **Failure to complete the Family Profile Update will result in your student not being admitted to class on their first day of school.**

Sports Physical Forms (Grades 7-12 only)

A sports physical **must be on file** with the Central Office (located inside of the High School campus) for your student to be eligible to participate in MCPS athletics or marching band. Free physicals will be held in May at the Middle/High School campus. Check the school calendar and MCPS family email for the exact date and time.

By now if you have completed and paid registration, paid your Capital Assessment Fee, completed your Family Profile Update, and had your sports physical (if necessary), **YOU ARE READY FOR THE FIRST DAY OF SCHOOL.**

Business Office Mailing Address:

Montgomery Catholic Preparatory School
Attention: Business Office
5350 Vaughn Road
Montgomery, AL 36116

Questions? Please contact:

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