



CONCORDIA LUTHERAN SCHOOL

6700 Westbank Expressway

Marrero, LA 70072

Phone: 347-4155

Website: www.clsmarrero.com

Portal: www.fastdir.com/clsmarrero

REGISTRATION INFORMATION 2016 - 2017

Dear Parents:

We are pleased to announce that we are now accepting "Application for Admission" forms for the 2016-2017 school year.

The first phase of Preferred Registration begins on Tuesday, January 5, 2016. This first period of Preferred Registration ends **Wednesday, January 20, 2016.** **Only students who are currently enrolled at Concordia are eligible to register during this period of Preferred Registration.**

APPLICATIONS RECEIVED AFTER THE FIRST PREFERRED REGISTRATION DATE WILL BE PROCESSED ON A "FIRST COME, FIRST SERVE BASIS."

The second phase of Preferred Registration begins Wednesday, January 20, 2016 and ends Friday, January 29, 2016. Students eligible to apply during this second period of Preferred Registration are:

- 1) Students of the previous year
- 2) Students with brother/sister already attending Concordia Lutheran School
- 3) Children of members of Good Shepherd Lutheran Church or Trinity Lutheran Church
- 4) Children of alumni of Concordia Lutheran School

BEGINNING MONDAY, FEBRUARY 1, 2016, REGISTRATION FOR ALL GRADES IS OPEN TO THE GENERAL PUBLIC AND ALL APPLICATIONS WILL BE PROCESSED ON A "FIRST COME, FIRST SERVE BASIS."

Listed below are informational items on documentation required for "Application for Admission" for all classes (Pre-Kindergarten through Eighth Grade) at Concordia Lutheran School:

AGE REQUIREMENTS: (No exceptions)

- A) Pre-Kindergarten students are to be 4 years old on or before September 1, 2016
Note: Students must be toilet trained.
- B) Kindergarten students are to be 5 years old on or before September 1, 2016
- C) New 1st Grade students are to be 6 years old on or before September 1, 2016

APPLICATION FOR ADMISSION FEE

All students must register each year including those who are currently attending Concordia. The APPLICATION FEE is \$150.00 per child and must accompany the "APPLICATION FOR ADMISSION" form in order to be considered for registration. **THE APPLICATION FEE IS NON- REFUNDABLE.**

STUDENT FEE

Upon notification of acceptance, a STUDENT FEE of \$300.00 (**\$200.00 is non-refundable**) is payable, within 30 days of the date of receipt of an Acceptance letter. The Student Fee is paid directly to Concordia. \$100.00 per student may be refundable if all three of the following conditions are met:

- 1) The fee is paid before June 5, 2016, or within 2 weeks of acceptance, whichever is later.
- 2) The school is notified of withdrawal in writing by August 1, 2016, or within 2 weeks of acceptance, whichever is later.
- 3) A Withdrawal Form is secured from the school office and completed by August 1, 2016, or within 2 weeks of acceptance, whichever is later.

****Insurance, textbooks, workbooks, and lockers are all incorporated into the Student Fee.**

TUITION RATES: 2016-2017 SCHOOL YEAR

(Members of Good Shepherd Lutheran Church and Trinity Lutheran Church may inquire about receiving a discount.)

1 Child	\$4,100.00	3 Children	\$10,440.00
2 Children	\$7,320.00	4 Children	\$13,460.00

TUITION PAYMENTS: 2016-2017

The three (3) methods available for tuition payments are:

- 1) Payment in full by August 3, 2016
- 2) Two installments - 1/2 payment due on August 3, 2016 and 1/2 payment due on January 16, 2017
- 3) Finance tuition through First Bank & Trust at a rate of 8% simple interest, 10 payments to begin on July 1, 2016 continuing through April 1, 2017.

WAITING LIST:

Once a class has been filled, a waiting list will be maintained. To have your child's name placed on this list, a deposit of \$25.00 is required. This is non-refundable, but may be applied to the Application for Admission Fee upon notification of an opening. Only after you have been notified of an opening, and you accept, are the balance of the Application for Admission Fee and the Student Fee payable.

ADDITIONAL OBLIGATIONS:

- 1) \$100.00 Building Fee (**per family**) due 8/3/16
- 2) 20 service hours (**equivalent of \$20.00/hr.**) or \$300.00 assessment (**per family**) payable by 5/1/17
- 3) PTL Fee \$50.00 (**per family**) and PTL Party Fees \$35.00 (**per student**) are payable by 8/3/16
- 4) CLS Fundraiser Program \$250.00 (**per family**) can be paid in 3 options: (1) in full on 8/3/16, (2) your family may pay \$125 October 1, 2016 and \$125 February 1, 2017, or (3) your family will participate with CLS fundraisers throughout the 2016-2017 school year.

Concordia Lutheran School is a small school that relies on our families for fundraising and support that allows the school to acquire better resources for the students. We have incorporated this fee to assure that all families contribute their fair share during the 2016-2017 school year.

MISCELLANEOUS COSTS:

School pictures, class field trips, transportation, party fees, gym suits for students in grades 3 through 8, etc. as the need arises and dependent on individual grade level/special activities.

LIMITED BUS SERVICES IS AVAILABLE. PLEASE CONTACT THE SCHOOL FOR INFORMATION.

NECESSARY FORMS:

In order for each student's registration to be complete, the following forms must be on file:

- 1) Birth Certificate
- 2) Current Immunization Record
- 3) Social Security Card
- 4) Copy of Standardized testing results, report cards, and evaluation forms

Failure to comply with this school policy by the first day of school may result in the child's class participation being held in abeyance or postponed until required documents are provided to the school office.

SECURITY PLEA:

PLEASE PAY ALL MONIES WITH A CHECK OR MONEY ORDER PAYABLE TO CONCORDIA LUTHERAN SCHOOL.

PLEASE NOTE ON CHECKS THE STUDENT'S NAME/PUPROSE OF THE CHECK FOR EXAMPLE: LUNCH, EDP, UNIFORM, ETC.

ANY RETURNED CHECKS WILL BE ASSESSED A CHARGE OF \$25.00.

In Christ's Service,



Jacqueline H. Daniilidis, Concordia Principal