

REGISTRATION DAY INFORMATION

LSA Multi-Purpose Room

(Enter through the student entrance)

Thursday, August 5th - 7:30AM - 1:00 PM, 4:00 PM - 7:00 PM

What information is in this mailing?

This email is filled with information that includes all of the forms we will be asking you to turn in on registration day. If you misplace anything, forms are available on our website and will also be available on registration days. Family statements have been mailed to each LSA family.

What is registration day?

All LSA families must register before school starts each year. This is a day to take care of business details such as forms, payments, etc. You will make your first tuition payment by check, money order, or credit card on registration day.

What time should I come register?

Sign up for a time to register through sign up genius [here](#). If you are on vacation during registration, please call the office to set up an appointment to complete your registration as soon as you return. We cannot register families prior to August 5th. Registration must be completed prior to the first day of school.

What should I bring?

- **Your checkbook** - LSA cannot accept payments in cash so bring your checkbook with plenty of checks. We will need one voided check for your ACH form and another check for your volunteer hours that will be returned to you upon completion. You will be asked to write separate checks for any items as well as for your August tuition payment.
- **Completed ACH form** - You will make your August tuition payment on registration day by check or credit card (credit card transactions require a 3% fee). All subsequent payments will be directly drawn out of a bank account of your choosing. This information is necessary for us to start your tuition bank draws in September so you must fill a new form out and authorize the bank draw each school year. *Students may not begin school until this mandatory account is set up.*
- **Free/Reduced Lunch form** - Please complete and sign to participate. We encourage all families to fill this form out.
- **Medical Forms, Birth Certificates, etc.** - If you have any physicals, dental, or vision exam forms you can turn them in this day. The Field Trip and Publicity Permission Form can be viewed and submitted using [this link](#).

What should I expect to pay for on registration day?

1. *Payment of any balances left over from last year is required prior to registration. You may not register if you have a balance.*
2. Your August tuition payment is required and all fees can be paid up front or rolled into your monthly tuition payment.
3. Extras such as high school yearbooks and Spirit Wear will be for sale.
4. You will be able to make lunch and ABC deposits for the coming year on registration day but those are not required.

How do I know what my tuition payment will be?

The statement mailed to all LSA families has all summer payments, financial aid, and tuition and fees thus far on it. All fees can be paid up front on registration day or added to your yearly balance. Scrip runs through July, that amount will be provided to you on registration day. Scrip only applies directly to tuition and cannot be used to cover fees, lunch, ABC, or anything else. Your final monthly tuition payment amount will be given to you on registration day. You can make a close guess by dividing the final total on the statement that was mailed to you by 9.

If you have any questions, call the office at 217-233-2001. See you soon!