

## Directions for NEW Students who have siblings already enrolled in Nativity of Our Lord School

### Step 1

Current School families who will be enrolling an additional sibling into any grade for the upcoming year will be required to notify either the Enrollment Director ([mchirillo@nativityofourlord.org](mailto:mchirillo@nativityofourlord.org)/215-675-2820) OR the Parish Business Manager ([ckress@nativityofourlord.org](mailto:ckress@nativityofourlord.org)/215-675-10925) by phone/email/written notice giving the name and grade of the new sibling BEFORE attempting to Re-enroll the older siblings in the TADS system in order to have all students in the family in the Tuition Agreement.

### Step 2

Parents or their designate must appear in person on announced Enrollment dates to complete the Application for Admission for the NEW sibling only. All required documentation must be presented at that time for verification or filing, e.g. birth certificate, baptismal certificate, immunization record, parish envelope number (if applicable), pastor's permission letter (if applicable), signed Tuition Agreement and evidence of paid Enrollment fee. Until all documents are received and verified, Enrollment status will be listed as Pending. Class placement is not guaranteed until all required information has been received.