



2550 Millville Ave. | Hamilton, Ohio 45013 | 513-863-8705

Grace

Mercy

Virtue

Love

January 28th, 2024

Dear Families,

It is time to register for the 2024-2025 school year!

We are grateful that you are considering Queen of Peace School for the education of your child. It is a true privilege and sacred responsibility to help your child learn to see Jesus in themselves and others, to practice the biblical virtues, and to grow academically.

What do you need to know about getting your student enrolled for next school year and securing a roster spot? Read on!

Families enrolling a new student must complete the following checklist items:

- 1) Submit the online registration form. Here is the link:

[2024-2025 Registration Form for New Students](#)

- 2) Set up your FACTS account for the 2024-2025 school year. Here is the link:

[Set Up Your FACTS Account](#)

This account is how we bill for tuition and other charges. Questions? Contact Chad Riegert, our Business Manager, at criegert@qphamilton.org.

*Note that ALL families should have a FACTS account, even those who pay tuition in full. This is necessary to apply charges for hot lunch, pizza lunch, guitar, and other purchased services or participation fees.

- 3) Pay \$50 (cash or check) to Queen of Peace School. This is the registration fee for each student. The fee can be mailed to Queen of Peace School *or* dropped off at the school office.

- 4) Provide the following documents to the main office (mail, dropoff, or PDF scans to jmears@qphamilton.org):
 - a) Copy of student's birth certificate
 - b) Completed physical form
 - c) Record of Immunization

***Your student cannot be added to a class roster until the above checklist items have been completed!**

Once you have completed each checklist item, you will receive an email message.

This email message will ask you for some additional information we may need to make an informed admission decision.

On February 19th, we will send admissions notifications via email.

If you have not responded to the offer of admission **by February 23rd**, the offered roster spot will pass to the next student on the priority rank list (see below).

If your student is *not* offered admission, the email you receive will explain the reasoning. The likeliest explanation is that we reached the roster limit before the priority rank system brought us to your student's registration form. If this is the case, your student will be placed on a waiting list. We will communicate *where* on the waiting list your student is situated (first, second, etc.).

When we assemble class rosters, we will be heavily guided by the priority rank list in the Preschool and K-8 Student Handbooks. Here they are for reference:

Preschool Priority Rank (used to determine preschool rosters)

1. Currently enrolled preschool students
2. Parishioners with siblings enrolled in Queen of Peace School
3. Parishioners new to Queen of Peace School
4. Catholic students (non-parishioner) new to Queen of Peace School
5. Christian students new to Queen of Peace School
6. Non-Catholic, non-Christian students new to Queen of Peace School

K-8 Priority Rank (used to determine K-8 rosters)

1. Currently enrolled K-8 students
2. Parishioners with siblings enrolled in Queen of Peace School at kindergarten level or above
3. Parishioners new to Queen of Peace School at kindergarten level or above
4. Catholic students (non-parishioner) new to Queen of Peace School at kindergarten level or above
5. Christian students new to Queen of Peace School at kindergarten level or above
6. Non-Catholic, non-Christian students new to Queen of Peace School at kindergarten level or above

If you have any questions about registration, the priority rank system, or anything else, please let me know—jmears@qphamilton.org.

Thank you for again for considering Queen of Peace School for your child!

Sincerely,

Joshua Mears
Principal