



## 2025-26 Catholic School Admission Planner for Enrollment Year 2026-27

### New Student Application Timeline

Oct 1 - Nov 30	Priority admission application window (for siblings and those who wish to receive a priority admission status and an early admission decision by Feb 1.)
Nov 16-22	Discover Catholic Schools Week
Dec 1	Rolling new student admission in place – applications remain open and applicants are processed and evaluated AFTER priority applicants and current students are offered enrollment.
Jan 1 - March 15	Priority Grant and Aid Applications window for current students and new applicants
Jan 25 – 31	Celebrate Catholic Schools Week
April	If you do not wish or intend to admit students during the 4 <sup>th</sup> quarter of the current school year, consider turning OFF applications for the current academic year.
May	Priority Grant and Aid is awarded first to families who applied by March 15 deadline. If funds are available, other awards may be made on a rolling basis for those who applied after March 15.

### Current Student Re-enrollment Timeline

Dec-Jan	Plan to send a notice to current families referencing the upcoming re-enrollment timeframe (or opt-out window if parents have signed a Continuous Enrollment Contract), including reference to updated tuition and fees, re-enrollment deadlines, Financial Aid application deadlines, and a warm note of appreciation for continued enrollment in the school, financial support and generous volunteering of time. (Add to calendar to prep this email 1 week prior to sending.)
Jan 1 - Mar 15	Priority Grant and Aid Application window for current students and new applicants
Jan 1-31	Re-enrollment timeframe (OR opt-out window for Continuous Enrollment Contract)
Jan 1	Send re-enrollment notification to families including instructions and deadlines
Jan 1-15	Discounted Re-enrollment fee is assessed (optional)
	3 days before discount deadline, send reminder to current families to re-enroll
Jan 16-31	Regular Re-enrollment fee is assessed
	3 days before re-enrollment deadline, send final reminder to families to re-enroll
Jan 25 – 31	Celebrate Catholic Schools Week
Jan 31	Last day deadline for current students to submit re-enrollment (or opt-out of Continuous Enrollment Contract)
Feb 1	Late Re-enrollment fee is assessed (if you allow late re-enrollment)
Feb 1	All current students who have not submitted re-enrollment should have their re-enrollment record status changed from OPEN to either PARENT WITHDRAWN or BLOCKED. These statuses can be updated if circumstances change. **

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### Current Student Re-enrollment Timeline cont'd

Feb 1	<p>If parents have signed a <b>Continuous Enrollment Contract</b> and you are not utilizing a <b>re-enrollment</b> packet, take these steps:</p> <p>For current students who have opted out of enrollment for next year, update their re-enrollment record status to PARENT WITHDRAWN.</p> <p>For current students who did not opt-out, update their re-enrollment record status to FINISHED (this can be done in bulk.)</p>
Feb 2	<p><b>**</b>Send notification to all families who did not <b>re-enroll</b> that their seat is no longer guaranteed, they have lost their priority <b>re-enrollment</b> status, and if they still wish to return next year, they can request to be placed on a wait list to be considered after seats are offered to new priority applicants.</p>

### New Student Enrollment Timeline

Feb 1	Priority <b>new student enrollment</b> offers (siblings and/or those who applied by the priority application deadline are offered admission and asked to enroll within <b>21</b> days.
March 1	Rolling Admissions continues by offering available seats with priority <b>applicants</b> , current students who missed the <b>re-enrollment</b> deadline, and applicants who apply throughout the remainder of the spring and summer.
May	<b>Priority Grant and Aid</b> is awarded first to families who applied by March 15 deadline. If funds are available, other awards may be made on a rolling basis for those who applied after March 15.

### Business Office & Financial Timeline

Sept	(3 weeks before <b>Grant and Aid Applications</b> open) Review your <b>Grant and Aid Application</b> for any necessary edits, additional custom questions, etc.
Oct -Nov	(same date as applications open) <b>Priority Financial Aid Applications</b> open for <b>new</b> and <b>returning</b> students.
Oct-Nov	Principal, Board, Business Manager meets to review budget and prepare to have <b>tuition and fees</b> published Jan 1, or as close to that as possible.
Nov 1	(min. 3 wks. prior to re-enrollment) Set <b>Next Year Term</b> to Open
Nov 1	(min. 3 wks. prior to re-enrollment) Review and make any necessary edits or additions to <b>Payment Plan Options</b> .
	(2 wks. prior to re-enrollment) If using <b>FACTS Electronic Re-enrollment</b> feature, roll over payment plans and edit the <b>Re-enrollment Preference Notice</b> that will be automatically emailed to current parents at the time you roll over plans.
Dec-Jan	Prior to Christmas Break, if possible, set <b>Tuition and Fees</b> for the upcoming year and plan to publish on your website by the time re-enrollment opens.
Dec	As soon as <b>Tuition and Fees</b> are set by Administration for the upcoming year, send the new rates to your FACTS Account Manager to make updates in FACTS.
March - April	Finalize <b>Tuition Payment Plan Agreements</b> at least one month before your payment plans begin. (If your Agreement includes a down payment, you should finalize approx. one month before the down payment is due.)
May	Award <b>Priority Grant and Aid</b> first to families who applied by March 15 deadline. Additional awards may be made on a rolling basis for those who applied after March 15, if you choose to do so and if funds are available.