Directions & Tips for completing the
Providence Catholic Online Application

The application will take approximately 30 minutes to complete. It will be helpful to have the following information on hand before you begin:

1. Addresses, phone numbers, and email addresses for all parents/guardians of your student. We will need information for EACH parent who should receive correspondence from Providence Catholic.
2. Name and district number of your Public High School (if applicable for transfer students).
3. Credit card information to pay $300 tuition deposit online.
4. Your child's certified county birth certificate to scan and upload online.
5. To familiarize yourself with polices referred to in the Agreements Section of the form, please view the Student/Parent Handbook. Click here to view the handbook. (Alternately, you can go to our website and click on *Student Life*, and then *Student Handbook*.)

The online Application must be submitted by Thursday, February 9, 2017

If you cannot complete the form in one session, simply click on the "*Save and Revisit Later*" button at the bottom of the screen. You can log back in at any time to finish.

Completing the Form

1. The first step is to click on "*Apply Now*" and create your account by following the screen prompts.
2. In the first screen, you are asked to enter the applicant's name.   Enter your student's name – not the parent name – and click *Next*.
3. There are 8 sections to the entire Registration form, as shown here. Complete the information in each section.   Required fields are marked with a red asterisk. Click the *Next* button (at the bottom of the screen) to go to the next section.

4. Sections completed will be marked with a checkmark, as shown here.

5. **Student Info: Birthplace**

   If your child's birthplace is not included in the drop-down list, simply choose "*OTHER*" (the **last** option in the list) and enter the birthplace information in the next field.

*Birthplace If not listed here, choose OTHER which is the last choice.	
If other, please enter birthplace city and state.	

6. **Parents/Guardian Section:**

   Enter contact information for one parent. Be sure to indicate the relationship here.
   Once that info has been entered, please be sure to add contact information for **EACH additional parent** by clicking on "*Add Contact*", located here.
   This includes mother and father (as well as stepmother and stepfather if applicable) regardless of marital status.
   IMPORTANT: Each parent listed here is required to have a **UNIQUE** email address. Our software identifies each parent via email address and therefore a mother and father need to have distinct emails.

   Parent/Guardian Information

   Please enter the following contact information for EACH parent/guardian. This can include birth parents as well as step-parents and legal guardians.

   Parent/Guardian Information
   IMPORTANT: Be sure enter information for EACH parent associated with your child. This includes father, mother, step-father, step-mother and guardians.

   Be sure to indicate the relationship from the drop-down list for each parent that will be entered.

   The contact information you provide here will be used to send you automated phone calls, emails and text messages from PCHS. Each parent needs to have a UNIQUE EMAIL ADDRESS, as that is how our software identifies each parent. We will not share your information with any third party.

   After entering the information for the first parent, use the "Add Another Contact" button to input additional parents/guardians.

   If the parent has a different mailing address, click the "Clear" button to clear the fields before entering the new information.

Relationship: Select Relationship	Add Contact Clear
*Salutation:	
*First Name:	

7. **Agreements Section**:

   Be sure that you and your student have reviewed all referenced sections of the Student/Parent Handbook prior to completing this section. The handbook can be found online here. Please note the sections where the student **AND** parent must enter their names to indicate agreement with policies.

8. **Birth Certificate Section:** Please submit a certified copy of students County birth certificate.
   Steps to Uploading your student's birth certificate.
   a. Be sure you have a digital copy of your student's birth certificate on your computer.
   b. Click the "*Browse*" button..

   Birth Certificate
   Please UPLOAD a certified copy of your student's COUNTY birth certificate. The hospital birth certificate is NOT acceptable.
   If you need directions on how to upload the certificate please refer to our "Directions and Tips" link under the Application section of our website.

Birth Certificate:	Browse... No file selected.

c. Locate the document (where you saved it).

d. Next, click on the document and click "*Open*," you will then find the name of your file appear next to the browse button on the PCHS application.

Birth Certificate: | Browse... | Child Certificate.docx
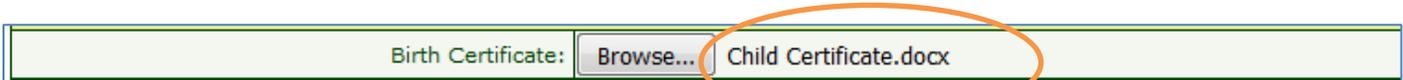
e. If you make a mistake and upload the wrong document, you may click the "*Undo Page*" button as shown below and repeat steps a-d.

| Back | Undo Page | Print | Save and Revisit Later | Pay and Submit | Next |
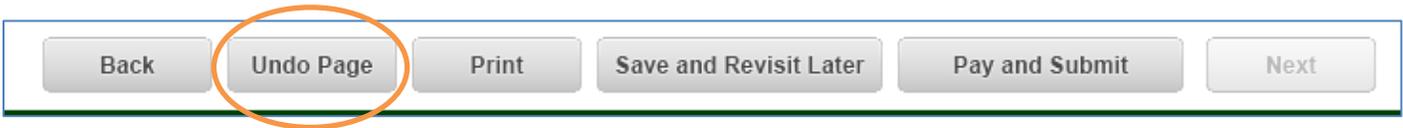
9. **Submitting the Form & Paying the Tuition Deposit Online**

Once you have completed the form, you must make your $300 tuition deposit and click the "*Pay and Submit*" button. Your application is incomplete until you upload pay and submit.

| Back | Undo Page | Print | Save and Revisit Later | Pay and Submit | Next |
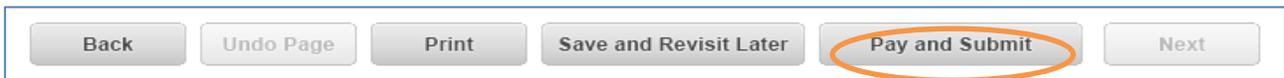
If any required fields are missing, the system will indicate which fields need to be completed, as shown in this example here:

WARNING
The following details need to be filled in before proceeding:

Form Name: **Registration Form**

Page Name: **Agreements**

Section Name: **Permission to Publish**

PARENT: By typing my full name in the space provided, I indicate that I understand the permissions granted. I also understand that the permissions are granted for the entire duration of my student's enrollment at Providence Catholic High School and up to two years post-graduation unless specifically revoked in writing.

OK

Click *OK* at the bottom of that screen.

Navigate to the appropriate sections to complete missing information. Sections that are incomplete will be ones that do NOT have a checkmark.

You have the option to pay online anytime up until registration closes on February 9, 2017. Simply log back in, go to the Birth Certificate tab, scroll to the bottom and click "*Select to Pay*."

| Applicant | : Jay Walker | School | : PROVIDENCE CATHOLIC HIGH SCHOO... | | View |
| Applying for grade | : 9 | Program | : Incoming Freshmen | | |

	Form Name	Submitted Date	Fee	Select to Pay	Status
View	Registration Form	02-08-2016	$300.00	☐	Submitted

10. **Registering Multiple Students**

    After you have submitted the form for one student, but _before_ paying the deposit, you can register another student by clicking on the *Add New Applicant* button.

    If you are registering multiple students, do not pay until you have submitted a registration form for each of them. You will then be able to pay the full amount in a single payment.

Once your online application has been submitted successfully, you will receive an email confirmation.