



## Application Checklist

Thank you for applying to SMA. The following checklist has been created to assist you in the application process. Please complete the following steps and submit the required documents listed below with your application. You will also need to schedule a meeting with the principal.

**Read "Tuition Letter for Parents" and "Parent Share Hours" information**

**Complete Enrollment Application**

**Complete Student Data Form**

**Medical Treatment Release form**

*Please note this form must be notarized*

**Request Immunization Records**

Please obtain a copy of your child's records from their primary physician or local Health Department to submit with your application. If your child has not received the recommended immunizations for medical, philosophical or religious reasons, you may submit an Immunization Waiver Form. Due to 2015 Legislation, this waiver can ONLY BE OBTAINED FROM YOUR LOCAL HEALTH DEPARTMENT.

**Complete FACTS Student Aid Form (Optional)**

St. Michael Academy is committed to providing a Catholic high school education to families seeking one. Through the generosity of our supporters and parent driven community fundraising events, St. Michael Academy can offer financial assistance to qualifying families. Everyone is welcome to apply. This form is a required step for any family seeking financial assistance. Financial information is kept confidential and evaluated by a third-party service that determines awards based on eligibility. Financial assistance is applied for and awarded annually in the form of grants and need not be repaid. Feel free to contact John Birney with any questions regarding this process: [jebirney@gmail.com](mailto:jebirney@gmail.com).

**Make and Include Copy of Birth Certificate**

**Schedule Meeting with the Principal**

Call SMA Principal at 231-881-9025 or email [principal@stmichaelpetoskey.org](mailto:principal@stmichaelpetoskey.org) to schedule the meeting.

**Attend Meeting with the Principal**

**Submit Deposit**

A \$1,000 non-refundable deposit per student is due with your application. Deposits will be applied to your tuition bill.

*Once the required documents have been submitted and reviewed, you will be notified of your admissions status. SMA will then contact the school your child attended most recently for his/her CA-60/Permanent Records.*

*When admitted, you will receive a packet with information about the uniform, textbooks, school calendar, schedule, and important dates. Thank you again and may God bless you!*

**For more information please call St. Michael Academy at 231-881-9025.**