

Good morning. I hope everyone is finding their way with the new online enrollment process. As I have said, this is a learning experience for everyone involved (including us!) so thank you for your patience as we all find our way. I just wanted to address a few things that I have noticed:

- **You must enter ALL of the emergency contacts that you plan to use next year in your enrollment form:** We will NOT be using the written emergency form; all of the emergency information for the students will be generated from the information that you enter on the enrollment form. Be sure you include grandparents, aunts and uncles, neighbors, friends, etc, if you want them to be able to pick up your child from school in an emergency. From the records that I have seen so far, I have only seen parents, so please be sure to include everyone.
- **Changing highlighted fields:** A highlighted or grayed-out field can not be changed by the parent/guardian. If you need any of those fields changed, you need to let the school know in writing, and we can make the corrections once your form has been submitted.
- **Family service options:** If you choose Bingo as your service choice, you must prioritize your days that you would like to work. For example, if your first choice bingo day is Tuesday, you must click the 1 under Tuesday. If your second choice is Friday midnight, then you click the 2 under Friday midnight, and so on. If you choose to volunteer in lieu of bingo, you MUST download the volunteer packet and return it to the office as soon as possible. Also, please understand that these volunteer opportunities are on an as-needed basis, and there are other requirements that must be met. If you are unable to volunteer the required number of hours, you will be charged the \$700 fee.
- **Acceptable Use signature page:** A few people have pointed out that the Acceptable Use Policy signature page is incorrect. I have brought it to the attention of my contact at PowerSchool and we are working on correcting the problem.
- **New sibling registration:** The link to register new students/siblings is different from the re-enrollment link that you have all received. If you are planning to enroll a sibling at St. Thomas for next year, please fill out and return an inquiry form if you have not done so already. The form can be downloaded here: [2020-21 Inquiry Form.pdf](#) Be sure that you have indicated that it is a sibling enrollment, and return the form to the school office. I will be sending out the new sibling enrollment link by the end of the week.

If you have any further questions, please contact us through the registration email at [Registration@sttaob.com](mailto:Registration@sttaob.com).

Thank you and have a good day!