



## INCOMING STUDENT CHECKLIST

Use this checklist to ensure all necessary forms, documentation and fees are submitted by the first day of class.

### Holy Trinity Contracts & Forms

- Registration Contract and Registration Fee
- Online Admission Application: <https://htchs-tx.client.renweb.com/oa/?memberid=820>
  - Student Questionnaire
  - Recommendation from Current Math Teacher
  - Recommendation from Current English Teacher
- Record Release Form (allows previous school to release records to Holy Trinity)
- Family Survey
- Survey of Special Needs (if applicable)

### FACTS Application and Forms *(needed only if applying for financial aid)*

The sooner you apply for financial aid through FACTS, the better your odds of being awarded tuition assistance. Please submit your FACTS Application as soon as possible. You can upload your W-2 and 1040 forms later if necessary.

- FACTS Financial Needs Assessment Online Form: <https://online.factsmgmt.com/signin/3C89C>
  - W-2 Form
  - 1040 Form

### General Student Information

- Copy of Birth Certificate
- Copy of Social Security Card
- Copy of Immunization/Health Records
- Copy of Student's Driver's Permit/License (if applicable)
- Copy of Church/Sacramental Records (if applicable)
  - Baptismal Certificate
  - First Communion Certificate
  - Confirmation Certificate

### Student Academic Records

- Complete Report Card from previous/current school (most recent)
- Test Results from previously taken standardized tests

### TAPPS Forms

- Physical Exam, Medical History, Sudden Cardiac Arrest, & Concussion and Traumatic Brain Injury
- Student Acknowledgement of Rules
- Previous Athletic Participation Form (if transferring from another *high* school only)

### Holy Trinity School Bus Forms & Fees (if applicable)

- Bus Registration Form and Registration Fee **OR**
- Mini Bus Registration Form and Fee (bus to and/or from St. Mary's Catholic School)