



ST. MARTHA SCHOOL  
440 N. Azusa Ave.  
Valinda, CA 91744  
December 16, 2022

TO: ALL SCHOOL FAMILIES –IMPORTANT INFORMATION  
FROM: SISTER MARIA CARMEN FERNANDEZ - ALDUDO, PRINCIPAL  
RE: RE-REGISTRATION FOR THE SCHOOL YEAR 2023-2024– GRADES TK-8

Opening of RE-REGISTRATION FEE – December 16, 2022

Dear Parents,

The completed re-registration form and fee are due on or before Monday, February 6– February 13, 2023

1. **Everyone needs to re-register to secure a place for the next school year, 2023-2024 including those who presently attend St. Martha School.**
2. **Fill out the re-registration form completely. Include the new or current home address, e-mail, phone numbers: home, work, and cell.**
  - a. Write the names of all students to be re-registered, starting with the oldest child. If you have a **TK students coming to the school next year**, include his/her on the TK Registration.
  - b. Write the grade each student will be in for the 2023-2024 school year.
  - c. Enclose **the re-registration fee (\$200.00 per child) grades TK-8.**
  - d. **Late registration fee, \$100.00 more per child.**
  - e. **After February 13, 2023 a late re-registration fee of \$100.00 per child plus the re-registration fee (\$300) will be charged.**
3. **No-registration will be processed unless accompanied with the appropriate fee.**
4. **The re-registration fee is non-refundable.**

**PLEASE NOTE:** Any family, who is not planning to return next year to St. Martha School, please let the office know by February 13, 2023.

**(If we have not received your re-registration form or heard from you by March 20, 2023, your child's name will be dropped from the roster. Should you wish to be reinstated, and space is still available.**

Yours in Christ,

*Sister Maria Carmen Fernández – Aldudo R.A.D.  
Principal*