



ST. MARTHA SCHOOL
440 N. Azusa Ave.
Valinda, CA 91744
January 22, 2024

TO: ALL SCHOOL FAMILIES –IMPORTANT INFORMATION
FROM: MRS. AMELITA MARTINEZ, PRINCIPAL
RE: RE-REGISTRATION FOR THE SCHOOL YEAR 2024-2025– GRADES TK-8

Opening of RE-REGISTRATION FEE – January 22 2024

Dear Parents,

The completed re-registration form and fee are due on or before Monday, February 26, 2024

1. **Everyone needs to re-register to secure a place for the next school year, 2024-2025 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 2024-2025 school year.
 - c. Enclose **the re-registration fee (\$220.00 per child) grades TK-8.**
 - d. **Late registration fee, \$100.00 additional per child.**
 - e. **After February 29, 2024 a late re-registration fee of \$100.00 per child plus the re-registration fee (\$320) 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 26, 2024.

(If we have not received your re-registration form or heard from you by March 26 2024, your child's name will be dropped from the roster. Should you wish to be reinstated, and space is still available, a \$100 late fee per child plus the re-registration fee of \$220.00 will be charged.)

Yours in Christ,

Mrs. Amelita Martinez
Principal



SAINT MARTHA SCHOOL
440 N. Azusa Ave., Valinda, CA 91744
Tel: (626) 964-1093 FAX: (626) 912-2014

RE-REGISTRATION

PLEASE PRINT THE FOLLOWING INFORMATION

FAMILY INFORMATION

Father's Name _____

Mother's Name _____

Address _____

Father/Guardian Information

Occupation: _____

Work #: _____

Home #: _____

Mobile #: _____

Email Address: _____

Mother/Guardian Information

Occupation: _____

Work #: _____

Home #: _____

Mobile #: _____

Email Address: _____

St. Martha school returning students to re-register grades K - 8

1. _____ GRADE IN SEPTEMBER _____
2. _____ GRADE IN SEPTEMBER _____
3. _____ GRADE IN SEPTEMBER _____
4. _____ GRADE IN SEPTEMBER _____
5. _____ GRADE IN SEPTEMBER _____

REGISTRATION FEE IS NON-REFUNDABLE



SAINT MARTHA SCHOOL

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Tel: (626) 964-1093 FAX: (626) 912-2014

REGISTRATION For Transitional Kindergarten

PLEASE PRINT AND COMPLETE ENTIRE APPLICATION:

Legal Name of Student: _____

Gender: Male Female

Date of Birth: _____ Birth Place: _____

Date Baptized: _____ Church: _____ City & State: _____

PARENT/GUARDIAN INFORMATION

Father/Guardian Information

Name: _____

Address: _____

Birthplace/Ethnicity: _____

Religion: _____

Occupation: _____

Employer: _____

Home #: _____

Work #: _____

Mobile #: _____

Email Address: _____

Mother/Guardian Information

Name: _____

Address: _____

Birthplace/Ethnicity: _____

Religion: _____

Occupation: _____

Employer: _____

Home #: _____

Work #: _____

Mobile #: _____

Email Address: _____

The following documents and fees are due at the time this application is turned in.

- a) \$ 200.00 non-refundable fee
- b) A copy of Child's Birth Certificate
- c) A copy of Child's Baptism Certificate
- d) A copy of Child's Immunization Record (Yellow Card)

According to State Law, children may not be admitted to Transitional Kindergarten unless they have reached the age of 3 years and 9 months on or before the first day of September of the year of admission. (They must be four years of age on or before December 1st of the current school year.)

REGISTRATION FEES ARE NON-REFUNDABLE.