

IC School Registration Checklist 2025-26 *Kindergarten - 6th grade Families*

_____ **Register for the 2025-26 school year in Digital Academy.** Log in to your Digital Academy account if you have a current student or complete forms at <https://auth.digitalacademy.org/Curricula/Form/IC2526Enrollment> if you are a family new to IC.

_____ **Pay the registration fee - \$25 per student if paid by February 20, 2025, or \$50 per student after February 20, 2025.** This can be paid online through Digital Academy or be sent into school via cash or check. (All credit card payments are charged a 3% convenience fee and ACH payments are charged \$1.00)

_____ **All families should apply for archdiocesan tuition assistance by applying for grant & aid at FACTS.** <https://online.factsmgt.com/signin/3XMJD> The archdiocesan tuition assistance will come from the Catholic Education Foundation. Grants will be at a maximum of \$1200 and are available for preschool AND K-6 families up to 750% of the Federal Poverty level. The application needs to be in **verified** status by **February 16, 2025**. (Please allow at least 10 days for the verification process.) *This includes families already receiving Ed Choice or Ed Choice Expansion Scholarships and Jon Peterson Scholarships.* **This same application will be used to determine additional financial aid from IC School, if needed.** There is a \$35 fee for the application.

Use the worksheet included here to gather needed information, and be prepared to upload your 2023 federal tax forms and 2024 W-2s.

_____ **Families who are active parish members in the St. Isidore the Farmer Family of Parishes should complete the St. Isidore Scholarship form and return it to the school.** This scholarship is good for \$750 per K-6 student.

_____ **K-6 families should apply for or renew their Ed Choice, Ed Choice Expansion, or Jon Peterson Scholarships.** This window typically opens around the first of February, and we encourage families to complete this process as soon as possible. You will need to do the following steps:

1. Complete a request or renewal form, which the school will send when available. Return the completed form to the school.
2. Supply a copy of an updated utility bill (less than 90 days old) to use as a proof of address – be sure that it shows a “service delivered at” address. It must be the whole bill, not just a stub.
3. For new Ed Choice Expansion applications, anyone qualifying for “low income status” (200% FPL or lower), or anyone whose income may have dropped to fit a higher level of scholarship, complete the income verification online at ODEW* (directions will be given.) Be prepared to upload your 2024 federal or state tax forms.

*OEWS = Ohio Department of Education and Workforce, formerly Ohio Department of Education

_____ If you have a K-6 student new to IC School, we will need to collect certain documents. These can be scanned and sent to icenrollment@icschool-celina.org, mailed to IC School, 200 W. Wayne Street, dropped off at the office or in the drop box outside the office, or brought with you to kindergarten screening:

- Birth certificate (certified, from the health department)
- Baptism certificate, if baptized
- Immunization record
- Any custody-related information that is applicable
- Records from your child's previous school, if older than K (we can provide a request form for you to sign that we will send to the school.)