



2019-2020 REGISTRATION CHECKLIST - CLASS OF 2023

Please complete the following by **Friday, March 22, 2019** to guarantee your daughter's enrollment:

- Submit your **Enrollment Agreement** online through Ursuline's My Backpack account.
 - If you are a **Current Ursuline Family**, log in to My Backpack using your current user name and password and select '*Enrollment/Re-Enrollment*'.
 - If you are a **New Family to Ursuline**, you will need to create a password for your Ursuline My Backpack account. Refer to your accepted email letter for your User Name and select the '*Sign-In Link*'. Complete log-in instructions for submitting your Enrollment Agreement on My Backpack are in this packet and at www.ursulinedallas.org/newstudents.

- Submit **Enrollment Deposit** of \$1000.
 - You will be prompted to pay the Enrollment Deposit online via eCheck after submitting the online Enrollment Agreement (*\$500 tuition deposit, \$450 laptop insurance, and \$50 parent activity fee*).

- Complete, sign, and return the **Ursuline Academy Authorization Agreement for Automatic Debits via ACH** included in this packet (*applicable only if choosing monthly payment plan in your online Enrollment Agreement*).

- Complete, sign, and return the **Laptop Order** form. Orders placed after May 1, 2019 will be subject to a sales tax of \$140.72.

- Review the **World Language and Honors Mathematics and Science Assessment** documents included in this packet. If you need to register for an assessment, please log into your Ursuline application page on Ravenna.

- Upload your daughter's current and complete **Immunization Record in Magnus** by the **May 1** deadline. This is the only enrollment form with an extended return date.
 - Refer to the Magnus Health Student Medical Record sheet included in this packet for more information.
 - You may request her current immunization record from her doctor.

Your daughter will not be permitted to attend Frosh Start, Summer School and/or Orientation unless her Magnus Immunization Form is current and on file with the school nurse by May 1.

If you have any questions regarding the Immunization Policy, contact our school nurse, Susie Murray, at 469-232-1832 or email smurray@ursulinedallas.org before May 1.

If you have any enrollment or admission questions, please call Jenny Hood, Assistant Director of Admissions and Enrollment Management, at 469-232-1848.