



## 2019-2020 REGISTRATION CHECKLIST - Transfer Student

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](http://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.
  
- 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](mailto: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.*