



# St. John the Apostle Catholic School

7601 Vine St. | Lincoln, NE | 68505

**Office Phone:** (402) 486-1860

**Office Email:** [St.John's-Office@cdolinc.net](mailto:St.John's-Office@cdolinc.net)

**School Website:** <https://stjohnsjets.com>

## Enrollment Process

Guide/Steps

School Year:

**2026-2027**

### 1.) Complete **Enrollment Intent Form**

\* This form can be found on the school website or attached to the *Tuition Announcement Packet*

### 2.) Complete **PowerSchool Enrollment Express** - <http://www.cdolinc.net/enrollment/>

#### **Annual Student Information Review:**

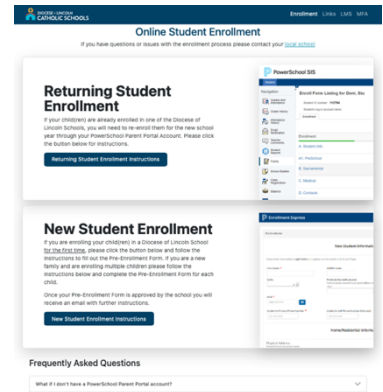
If your child(ren) are already enrolled at St. John's or in one of the Diocese of Lincoln Schools, including Preschool, you will be reviewing current information and updating if needed, through your PowerSchool Parent Portal Account by selecting "Annual Student Information Review".

#### **New Student Enrollment:**

If you are enrolling your child(ren) for the first time in a Diocese of Lincoln School, please select "New Student Enrollment". You will be required to fill out the Pre-Enrollment Form for each child. Once your Pre-Enrollment Form is approved by the school, you will receive an email with further instructions.

#### **Frequently Asked Questions:**

Please use this section to help answer common questions for both new and returning students.



### 3.) Create or Complete **FACTS Tuition Management Account** - <http://online.factsmgt.com>

#### **School Tuition Payments & Extended Care Payments:**

School tuition accounts for payment are set up through FACTS Tuition Management. You are able to manage your payments through your account. Payments begin in July 2026 for the 2026-2027 school year for students Preschool through 8<sup>th</sup> grade. Extended care payments will be due and processed the 15<sup>th</sup> of each month after charges are incurred through *Incidental Billing*.

- New families without an active FACTS account will be required to **create a new account**.
- Existing families will need to select "**Set Up a Payment Plan**" to re-enroll in the 26-27 school year.

#### **School Lunch Program:**

Our hot lunch program is available to our students and visitors. Each hot lunch comes with one milk.

Pre-K - 8 Grades	\$3.10 each
Milk - <i>each additional</i>	\$0.50 each
Reduced Lunch	\$0.40 each
Adults and Visitors	\$5.00 each

- Please call the office by 9:00 am to order a guest lunch
- You may apply for Free/Reduced Lunch at any time during the school year (*contact Paula*)
- You may use [www.MySchoolBucks.com](http://www.MySchoolBucks.com) for credit/debit card payments to your student's lunch account. There is a fee for each transaction with this service.
- Checks/cash accepted at school: mark student name/class
- If you have questions, please email Paula (Food Service Coord.) [Paula-Wagner@cdolinc.net](mailto:Paula-Wagner@cdolinc.net)

#### **Records Required:**

All records needed before the first week of school to the office:

- 1.) Certified (with seal) State birth certificate – viewed/copied
- 2.) Baptism Certificate
- 3.) Immunizations – The school can withhold any child from attending school without vaccine information
- 4.) Signed Physical, Vision, and Dental forms.

*Completed Immunization, Physical, Vision, and Dental forms can be uploaded as you enroll online in PowerSchool Enrollment Express. All medical forms must be within six (6) months of the start of school. 7<sup>th</sup> and 8<sup>th</sup> grade physicals after May 1 for sports.*

#### **Lands' End Uniform:** [Click Here](#) or Scan

- Uniform guidelines found in Handbook
- Previous vendors (Dennis, Dickies, A+) are still allowed

