



REGISTRATION FAQs

Q: *When is registration?*

A: We will start taking enrollment applications for new students beginning November 16th, 2020, for the 2021-22 school year. The official registration window is from 8:00 a.m. to 5:00 p.m. (EST) that day. Though we will continue to take applications on a first come, first served basis after that time, you should submit your application within the official registration window on the 16th if you want to ensure that you get a spot for your child(ren).

Q: *Is registration in-person this year?*

A: No, you will submit your enrollment application via online form. Supporting documents should be submitted via email, as mentioned below. Applications submitted within the official registration window on November 16th will be processed and considered, subject to availability, in accordance with our order of criteria and lottery, both described below.

Q: *How do I apply for enrollment for my child(ren) for the 2021-22 school year?*

A: A link to our application will be published on November 16th by 8:00 a.m. (EST) on our Facebook (<https://www.facebook.com/ctkschoolky>) and Instagram (<https://www.instagram.com/ckslex/>) pages, as well as on the admissions page of the school website (<https://ctkschool.net/admissions>). The online application will allow you to apply for up to four children in your family. On the application submission confirmation page will be two links: 1) for payment of the application fee; and 2) if you are submitting your application within the official registration window (8:00 a.m. to 5:00 p.m. on November 16, 2020), to have a lottery number assigned to your application.

Q: *What else do I need to submit in addition to the online application?*

A: We will need a photocopy of your child's birth certificate and, for children of Catholics, a baptismal certificate. For grades 1-8, we will also need a copy of your child's most recent report card and MAP (or other standardized test) scores. These should be submitted electronically via email to admissions@ckslex.org by November 18th at 5:00 p.m.

As well, you need to follow the links on the application confirmation page 1) to pay the \$250.00 application fee via online checkout link, and 2) if you are submitting your application within the official registration window (8:00 a.m. to 5:00 p.m. on November 16, 2020), to have a lottery number assigned to your application.

Q: *Is there an order of criteria in your admissions decisions?*

A: For applications received by 5:00 p.m. (EST) on November 16th, 2020, the following order of criteria will be applied in granting spots in all grades, subject to availability and lottery numbers (mentioned below):

- 1st: Children of current Christ the King School faculty
- 2nd: Siblings of current Christ the King School students
- 3rd: Catholic children of parishioners of the Christ the King parish
- 4th: Catholic children whose parents are parishioners of a Catholic church other than the Christ the King parish
- 5th: Children of non-Catholics

Q: *Will there be a lottery?*

A: Yes, for applications received on November 16th, 2020, by 5:00 p.m. (EST). Once you complete the online application, there will be two links for you to visit, one of which is a page where you will submit your email address to have a lottery number assigned to your application. Once you submit your email address (this should match the email address submitted on your application), your lottery number will be displayed on-screen and also emailed to you. That lottery number will be associated with your application (one lottery number applies to all children on that application), and will be used in determining priority, subject to our order of criteria (described above), when filling available spots in the grade(s) for which you are applying. Available spots in a grade level will be assigned to the holders of the lowest lottery numbers until available spots are filled, then remaining applicants for that grade level will be moved to our waitlist.

Applications received after 5:00 p.m. (EST) on November 16th, 2020, will be processed and considered on a first come, first served basis, and the lottery number generator will not be available after that time.

Q: *Is there an application fee?*

A: Yes, there is a \$250 non-refundable application fee per family. In addition to the link for obtaining a lottery number, mentioned above, once you complete the online application there will also be a link to an online checkout process where you will submit payment for the application fee. PLEASE NOTE: Delayed payment or non-payment of the application fee will delay your application.

Q: *What if I've already submitted an application and am on the waitlist for the 2020-21 school year?*

A: You will need to complete a new application on November 16th in order to apply for the 2021-22 school year, and you will also need to pay the 2021-22 application fee.

Q: *When will I be notified of an acceptance?*

A: We typically make our admissions decisions and notify applicants by January.

Q: *If I am not accepted, will there be any other spots available?*

A: It is possible that spots could open up in the spring following our re-enrollment for current students, given family relocations due to work, etc.

Q: *What if I don't register on November 16th, but decide to do so later?*

A: We will continue to accept and evaluate applications for available spots on a first come, first served basis.