

REGISTRATION INSTRUCTIONS

2023-2024 school year

To apply for admission using our online application, first create an account by filling out the form at <https://ctk-ky.client.renweb.com/oa/register.cfm?memberid=3274> *Current CKS families may log in with their existing RenWeb credentials.*

Once you have established your account, log in at <https://ctk-ky.client.renweb.com/oa/login.cfm?memberid=3274> and click the button to “Create a New Student Application,” then fill out an application for each child for whom you are seeking admission; there is a preschool-specific and a K-8th-specific application.

Whether uploaded within the online application, or emailed, mailed, or hand-delivered to Christ the King School, the following documentation is required* (PDF format preferred for electronic submissions):

1. Birth Certificate (*all applicants; must be state- or country-issued; cannot be hospital-issued*)
2. Baptismal Certificate (*applies for those seeking the Catholic or Cathedral parishioner tuition rate*)
3. A copy of the most recent set of standardized test scores and report cards (*applicants for grades 1-8*)

***To expedite filling out your application, you should plan to have all required documents available for upload at the time you begin filling out the online application. Please note that your child’s application is not considered complete - even for Priority Registration - until these documents are received by CKS and you have paid the Admissions Application Fee.**

Submitting an application grants us permission to receive records, etc., from your child(ren)’s current school. We will not make formal records requests until this coming summer.

Following submission of the application, you will be provided with a link to pay the non-refundable application fee via Square online checkout (\$270.00 for one application, plus \$20.00 for the application of each additional child).

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Please note that submission of an application does not guarantee acceptance. Your Priority Registration lottery number will be used to determine the order of acceptance (lowest to highest number) among applications submitted during the Priority Registration Window, subject to the hierarchy set out below. You will be notified by December 31, 2022, as to whether your child has been accepted, or whether the applicant child has been placed on our waitlist for the grade level and enrollment year applied for. Our available spots for enrollment at each grade level are granted according to the following preference hierarchy:

1. children of current Faculty/Staff
2. children on our 2022-23 waitlist
3. siblings of current CKS students
4. baptized children of CTK Parishioners
5. baptized children of Catholics from other parishes
6. children of non-Catholics

For questions or additional information, please contact
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