



REGISTRATION INSTRUCTIONS

Priority registration for enrollment for the 2022-2023 school year November 12, 2021 at 8:00 a.m. - 12:00 p.m.

Please complete the online application via the link on our website at www.ctkschool.net.

You will need to have PDF scans of the following documentation available to send to admissions@ckslex.org following submission of your application.

1. Birth Certificate (*must be state or country issued, cannot be hospital issued*)
2. Baptismal Certificate (*This ensures your student receives the Catholic tuition rate where it applies*)
3. For students applying in grades 1-8, we will need a copy of their most recent standardized test scores and report cards

***Please note that your child's application is not considered COMPLETE until these documents are received.**

On our application, we ask for your permission to allow personnel at your child(ren)'s current school(s) to speak with, and release relevant academic and behavioral records to, the administration of Christ the King School. We won't do a formal records request until this summer.

Following submission of the application, you will be directed to page with two links to complete the process:

1. a link to have a Priority Registration lottery number assigned to your family (this is only applicable to applications submitted during the Priority Registration window of 8:00 a.m. to 12:00 p.m. on November 12, 2021). *Applications submitted after the Priority Registration window will be processed on a first-come, first-served basis.*
2. a link to pay the \$250 non-refundable application fee via Square online checkout; and

Please note that an application does not guarantee acceptance. Your Priority Registration lottery number will be used to determine the order of acceptance among applications submitted during the Priority Registration window. You will be notified by December 31, 2021, as to whether you have been accepted or placed on our waitlist. The priority for acceptance of applications for any grade level is determined according to the following hierarchy of priority:

- Children of current Faculty/Staff
- Children on our 2021-22 waitlist
- Siblings of current CKS students
- Baptized children of CTK Parishioners
- Baptized children of Catholics from other parishes
- Children of non-Catholics

For questions or additional information, please contact

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Christ the King School
CHARACTER ♥ KNOWLEDGE ♥ SPIRIT

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