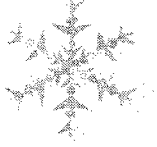


Jan White

From: Jan White
Sent: Sunday, January 22, 2012 5:05 PM
To: Jan White
Subject: STPCS Lower School Update January 23, 2012



Dear Lower School Families,

We look forward to celebrating Catholic Schools Week and the gifts of so many people in the days ahead. Please join us for the celebration on Sunday afternoon, **January 29**, 3 p.m. for a special concert by Chris Kypros. We hope you will also come to school as often as you can for Evenings

classes.

Saint Patrick Catholic School...where you can feed your soul and mind, as well as warm your hands all at the same time! With God's grace ~Jan White

Dates to Remember

- **Adults Never Had So Much Fun at School!**- Evenings at Saint Patrick Catholic School are beginning **January 24!** Electronic catalogs are available on the website and you are welcome to pick up more hard copies to share with friends and family in the front office. Yard signs are also available in the front office. Come join a warm, inviting class during the chilly weather. Contact Ellen Carver at ecarver@stpcs.org for questions.
- **Catholic Schools Week** is **January 29-February 5**. The theme for Catholic School Week 2012 is "Catholic Schools: Faith. Academics. Service." The theme focuses on three priorities that Catholic schools establish that make them stand out from other educational institutions. Children are taught faith - not just the basics of Christianity, but how to have a relationship with God. Academics, which in Catholic schools are held to very high standards, help each child reach his or her potential. Service, the giving of one's time and effort to help others, is taught both as an expression of faith and good citizenship. Additional information will be forthcoming.
- **Chris Kypros Piano Concert** - Saint Patrick Catholic School will kick-off Catholic Schools Week with a special piano concert performed by Chris Kypros on **January 29** at 3 p.m. Join us for an afternoon of beautiful music. You will be spellbound!
- **Athletics Update** - All field hockey registrations are due by Friday, **January 27**. TCBL Basketball Tournaments begin **February 10-12**. Finals will be played at Bishop Sullivan High School on **Saturday, February 18**. STPCS Basketball Awards Ceremony will start at 6:30 in the gym as follows:
 - Midget, Wednesday, **February 22**
 - Junior, Monday, **February 27**
 - Senior, Wednesday, **February 29**
- **Spring Musical** - If your student is interested in musical theater, please join us for one of our parent meetings for the upcoming spring musical on **February 1 and 2** at 6:30 p.m. in the Fine Arts Theatre. A sign-up sheet for auditions will be at the meeting. Auditions and callbacks will be **February 11 and 12**. Please check http://www.stpcs.org/Performing_Arts.htm for all dates, times and calendar updates. For additional information, contact Mike Dimirsky at mdimirsky@stpcs.org.
- **Parent Chat with Dr. Kersey** - Join Dr. Kersey on **February 6** at 7 p.m. in the media center to discuss how to use Dr. Kersey's 101 Positive Principles of Discipline and strategize about handling specific behaviors. Come discover how to stay connected, encourage autonomy, and foster respect even in difficult situations. RSVP by **February 5** to Janye Brown, jbrown@stpcs.org or 213-0847. See *attachment Parent Chat*.
- **Register for Extended Care February 17** - To improve our planning ability for the next non-school day, **Friday, February 17**, we ask that all parents needing to take advantage of extended care on this day to

please complete and return the *attached non-school day registration* form to sjessen@stpcs.org. To offer extended care on February 17 we will require a minimum of 20 registered students. The deadline to register is Friday February 10. For questions, contact Sheila Jessen at sjessen@stpcs.org or 440-5500, extension 745.

- **STPCS Parent Survey** Please complete our online parent satisfaction survey before February 18. The survey will take approximately 15 minutes to complete. You can access the survey at the following link <http://surveybuilder.nais.org/SurveyCenter/Questionnaire/login.aspx?SurveyID=1123> *Survey directions are attached.* "Quality Always Improves" with your feedback!

Other Information

- **Financial Aid** - Families must reapply every year for financial aid so do not delay. School and Student Services (SSS) is now accepting applications for financial aid for the 2012-2013 academic year. You will find it helpful to work through the *attached, "Parents Financial Statement Workbook"* to ensure you have the needed information to complete the online application quickly and effectively. Please see the *Financial Aid at Saint Patrick Catholic School attachment* for the steps to complete the Parents' Financial Statement online and then visit www.sss.nais.org to fill out your Parent Financial Statement (PFS) and upload your required tax documents. Applications are due by March 23, 2012. The school code for Saint Patrick is 4079. If you have any questions, please contact Jamye Brown, Director of Admission at 213-0847 or jbrown@stpcs.org.
- **Another Financial Aid Opportunity! Another financial aid opportunity!** The Catholic Diocese of Richmond will make financial aid available to all who seek a Catholic education within the confines of the Catholic Diocese of Richmond from a special fund, McMahan Parater Foundation for Education. Visit http://www.mcmahanparater.org/f_grantinfo.htm for more information. See the *attached flyer, Save Time, Apply Online for FACTS* financial aid application. Deadline to submit the FACTS application and supporting documents is March 1, 2012. Questions? Contact Jamye Brown, 213-0847 or jbrown@stpcs.org
- **Yearbooks** - Yearbooks for the 2011-2012 school year are now on sale by following the "Yearbook Orders" link on the lower left hand side of our STPCS homepage or by visiting www.jostensyearbooks.com. Books are priced at \$40 for our special early-bird offer, with the price increasing to \$45 after January 26, 2012. Please note that personalized yearbooks, featuring embossed names and icons, are only available for purchase until January 26. A *yearbook order form is attached* and available at the front desk. Cash is accepted and checks made payable to STPCS.
- **Bay Youth Orchestras of Virginia** - Looking for musical entertainment and want to celebrate a few STPCS friends' gifts? Attend the 40th Anniversary Celebration of the Bay Youth Orchestras of Virginia for the Junior String, String, and Concert Orchestras on January 28, 3 p.m. at Regent University. Isabella S., Andrea S., Isabella H, Maggie J., and Caitie S. will be delighted to see you.
- **Spring Break Basketball Camp at Saint Patrick Catholic School** - Nadine Domond will offer "School of Skillz Basketball Camp" during this year's spring break (Tuesday, April 10-Friday, April 13). Nadine is a Nike Skill Academy Coach and former WNBA guard who combine skill work, music, tons of games, and her world famous "money shots" to help players increase their basketball skills. This camp is open to students from any school, kindergarten through grade 8, who are interested in learning more about basketball while having loads of fun! Camp hours are 9 a.m. to 3 p.m. Before care and aftercare are available. *Registration details are attached* and available at www.stpcs.org Contact Jamye Brown for questions, 213-0847.
- **Rosary Prayer Circle** - Holding the needs of each other in prayer is a powerful way to be community. Parents and friends are invited to attend our weekly Rosary Prayer group each Friday during the school year from 2:45-3:15 p.m. . We meet in our chapel and pray the rosary for all the needs and intentions of our community. All are welcome to attend whenever their schedule permits. Special thanks to Christine Martinez for coordinating this faithful group. Please note, also, we have a Community Book of Prayer in our chapel listing the names of people who are sick, have died, or who have a desire for prayer.

You are invited to attend a

PARENT CHAT

Featuring

Dr. Katharine Kersey

Author & Creator of the 101 Positive Principles of Discipline
Renowned expert on children and behavior

Monday, February 6th

7:00~8:00 pm

Saint Patrick Catholic School Media Center

Reserve your spot by Sunday, February 5th!

Contact Jamye Brown, jbrown@stpcs.org or 213-0847

- ♥ Strategize with Dr. Kersey about how to address specific behaviors
- ♥ Join with parents of children birth through age 10 to discuss using Dr. Kersey's 101 principles at home
- ♥ Discover how to stay connected, encourage autonomy, and foster respect even in difficult situations

Saint Patrick Catholic School
1000 Bolling Ave., Norfolk, VA 23508
(757) 440-5500

Non-School Day Registration Form for 17 February 2012
Pre-K through 8th Grade Extended Care

Student Information:

Name of Child: _____

Grade: _____

Age: _____

Address: _____

Parent Email: _____

Parent Phone Number: _____

Before Care (6:30-7:30am): Yes _____ No _____ Fee is \$7.00

After Care (7:30am-6pm): Yes _____ No _____ Fee is \$30.00

*Extended Care will be offered if we have a minimum of 20 children registered on the above listed day when school is not in session. For planning purposes, we ask that all registration forms be turned in no later than one week prior to the non-school day you are registering your child(ren) for. Your child(ren)'s reservation for Extended Care on this day will be confirmed via email. **Notification of cancellations is required a minimum of one week prior to the non-school day.** Otherwise, the full amount will be charged to your next tuition statement. We appreciate your cooperation and understanding.

Parent Signature: _____ Date: _____

January 17, 2012

Dear Saint Patrick Catholic School Parent,

We are very pleased and honored to have your family as part of our faith-learning community. We want you to know of our strong belief that "Quality Always Improves." This has become a mantra at our school as we continually strive to make our community increasingly better each and every day for children. One way we do this is to solicit feedback at least yearly from parents on what they seek for their child educationally and how well we are delivering services. This year, we are utilizing an online parent satisfaction survey created by the National Association of Independent Schools (NAIS) that has been customized for our use. Please take 15-20 minutes to complete this survey before February 18, 2012. Your feedback from this survey will be used in our strategic planning process on both board and administrative levels, as well as in our accreditation process. Thank you for taking the time to help us in our quest for continual improvement.

You can access the survey by clicking on the following link:

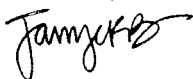
<http://surveybuilder.nais.org/SurveyCenter/Questionnaire/login.aspx?SurveyID=1123>

If you come across a question in the survey that asks about a child's specific experience and you have more than one child at our school, please answer the question about the child who has been at our school the longest. Below are a few other things to keep in mind as you progress through the survey:

1. Once you begin the survey, you will need to complete it in one sitting.
2. You must complete all of the required questions in order to advance through the survey. Required questions are marked with a red asterisk.
3. As you move from page to page in the survey, please use the *Previous* and *Next* buttons at the bottom of each survey page. If you use the back button on your browser tool bar, it will cause you to exit from the survey and you will have to re-enter the online tool and begin again.
4. If you use a wireless connection to the internet, please be aware that slight disruptions can cause that connection to break and sever your connection to the internet. Generally, you will know that this has happened when you click on the Next button to advance to another page in the instrument and it asks you for a log-in and/or password. Unfortunately, if this happens, you will have to begin the survey again.
5. If you are trying to access the survey by clicking on the link and receive a message that says "Please verify login credentials" copy and paste the survey link into your web browser and click 'Go' or press 'Enter' on your keyboard.

If you have any questions, please contact me at (757)213-0847 or jbrown@stpcs.org . Thank you for taking the time to complete this very important survey. We are looking forward to hearing from you!

Sincerely,



Jamye Brown
Director of Admissions
Saint Patrick Catholic School



SCHOOL & STUDENT SERVICES BY NAIT

Parents' Financial Statement (PFS) Online Workbook

A guide to completing your application for
financial aid, from start to finish

*Print out this workbook
or keep it open on your screen.*

Before You Begin

Here are a few notes before you begin your Parents' Financial Statement Online:

- **Ensure that you're applying for the correct academic year.** While the vast majority of applications we receive from this point forward are for the 2012-13 academic year, some schools still may be accepting applications for 2011-12. Refunds are not available for incorrect submissions so double checking is highly recommended.
- **You should only complete the Parents' Financial Statement (PFS) if you have been instructed by a school to do so.**
Over 2,100 schools use the PFS as their financial aid application. To confirm that the school to which you are applying uses the PFS, check the list of SSS Subscriber Schools at sss.nais.org/go/ssscodes.
- **You should complete one PFS for your household.**
If there is more than one adult in your household, you will fill out the information for both "Parent A" and "Parent B." The PFS will also ask you if the student applicant has another living biological parent living *in a different household*. If so, that other parent should also complete a *separate PFS*.

If you have more than one child applying for financial aid, you should submit just one PFS to apply for all your children. (In the PFS, you will complete the information for "Student Applicant A," "Student Applicant B," etc.) The fee for submitting the PFS is the same whether you are applying for one child or for several children. The fee is also the same whether those children are applying to one school or several schools.

- **Submitting your PFS Online will cost \$37, and the fee is nonrefundable.**
You can pay the \$37 fee by debit card, credit card, or PayPal. More information is provided on the Submit and Pay section of the application.

The fee to submit a PFS using the paper form is \$49.

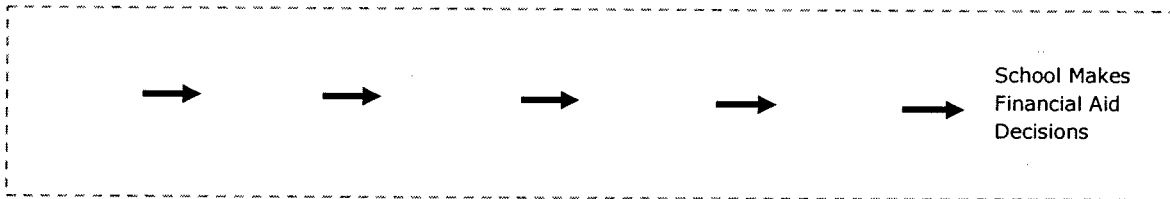
- **Your information is safe.**
The process we use at SSS to protect the information you enter on the PFS (or on other documents you send to us) meets the highest standards in information security. Go to sss.nais.org/go/security to read about the steps we take to keep your information safe. Schools are also encouraged to keep your information private and to allow access to as few people as possible.

You can help us safeguard your information by following these few steps: (1) Do not share your PFS Online password with anyone else. (2) If you -submit additional documents to SSS as instructed by a school, black out any Social Security Numbers.

- **We're here to help.**
We understand that the PFS is a comprehensive application and takes time to complete. We offer on-screen tips and examples that we hope will help answer your questions. Our toll-free Customer Service Center is available to help as well at (800) 344-8328 (see page 12 for hours of operation). If you have a question specific to a school, contact that school's financial aid office directly.

Overview of the Application Process

Schools use School and Student Services By NAIS (SSS) to help them make fair and accurate financial aid decisions. Here's how the application process works.



Step 1: Prepare to apply.

Find out from each school its application deadlines and requirements. Then gather any materials you will need to reference as you answer the questions in the PFS. Read more on page 4.

Step 2: Complete your online PFS.

From your PFS Online Dashboard, choose to begin a new PFS for the academic year for which you are applying. As you work, you can stop and save your work at any time then log in again using your email address and PFS Online password. Read more on page 5.

Step 3: Pay for and submit your PFS.

Once you have completed all the fields of the PFS, on the Pay and Submit screen you will choose your method of secure payment (\$37). Once you submit your PFS, your information is sent immediately to schools. It cannot be withdrawn from the PFS system and your money cannot be refunded. Read more on page 8.

Step 4: "Manage" any additional documents you must submit.

On the Manage Documents screen, you can see what additional documents you should submit to SSS as part of your application, track the receipt of documents you submitted, and upload documents from your computer. Read more on page 9.

Step 5: View your Family Report to understand SSS's estimate of your family contribution

After you have paid for and submitted your PFS, SSS processes your information immediately and sends your PFS and Estimated Family Contribution to all of the schools you selected. *Each school makes its own financial aid decisions, but uses SSS's estimate as a starting point.* You can log back in to PFS Online and View Your Family Report to read about how SSS calculated your Estimated Family Contribution. Read more on page 10.

After submission, you can make updates if necessary. Read more on page 11.

Step 1: Prepare to Apply

Know your school deadlines

Find out what is required, and by when for each school you're applying to. Use this list to keep track of those dates.

School Name	SSS Code <i>Ask the school or go to sss.nais.org/go/ssscode</i>	Deadline to submit the PFS	Deadline to submit additional required documents

By Mail or Online: You have the option of submitting additional required documents to SSS by mail or by uploading them online. Once uploaded, please allow 48 hours before they become available in the school's system. If you mail items to SSS, mail them *at least 10 days* before the school deadlines to leave time for mail delivery as well as SSS processing time.

Be ready to answer the questions in the PFS

Types of Questions You'll Answer in the PFS	Information to have handy to answer these questions
<p>Questions about your family's income ("what you earn and receive") You will answer questions about income that is taxed and income that is not taxed. Questions about "taxable income" cover salaries/wages earned by parents <i>and</i> children; alimony; and taxable dividends or interest income. Questions about "non-taxable" income cover child support, social security benefits, etc.</p>	<ul style="list-style-type: none"> • W-2 and/or 1099 form(s) • IRS Form(s) 1040 or 1040a • Social Security statements (SSA-1099 forms) • A sum of the child support you actually received
<p>Questions about the value of your assets ("what you own") Be ready to answer questions about the value of your home and what you pay. The PFS will also ask you about the vehicles you own and about investments and retirement plan accounts.</p>	<ul style="list-style-type: none"> • Mortgage principal balance statements for your home(s) • Lease or finance statements showing the amount owed on vehicles • Bank, investment, and/or mutual fund account statements • Retirement Plan account statements
<p>Questions about your debts ("what you owe") These include questions about the amount you owe on your credit cards, as well as other debt you have incurred.</p>	<ul style="list-style-type: none"> • Credit card statements • Bills/account statements showing major debt outstanding (for past educational expenses, past legal or funeral expenses, damage from natural disasters, etc.)
<p>Questions about how much you pay for educational expenses for <i>all</i> your children (not just the children for whom you are applying for financial aid). The PFS also asks HOW you pay for these expenses – that is from what sources (your own funds, loan, friends/family, etc.).</p>	<ul style="list-style-type: none"> • A sum of the expenses you pay for school, college, and childcare for EACH of your children.
<p>Questions about other family expenses These will include questions about medical and dental care expenses that weren't covered by insurance; and questions about cost of camps, lessons/tutors, and vacations.</p>	<ul style="list-style-type: none"> • A sum of the expenses you paid for medical/dental premiums, as well as non-reimbursed amounts • A sum of expenses for camps/lessons/tutors • A sum of the expenses for vacations taken by all members of the family.

Step 2: Complete Your Online PFS

Technical Considerations

- **Your Internet Browser:** The following browsers are recommended to successfully view and work within Parents' Financial Statement Online:

Windows

Internet Explorer 7 or 8, Google Chrome or Mozilla Firefox.

Mac OS

Internet Explorer 7 or 8, Mozilla Firefox or Apple Safari.

- **Choose the academic year for which you'd like to apply for financial aid:** At some points during the year, SSS may have applications open for two academic years. Remember to choose the application for the academic year in which you are applying for financial aid. It's important to note that refunds are not available for applications submitted for the incorrect calendar year.
- **How to Return to Your Application at a Later Date:** You do not have to finish your PFS in one sitting. To return to it, from the SSS Website for Families (sss.nais.org/parents), enter the PFS Online then login. If you have forgotten your password, click on "Forgot My Password."
- **"Save and Continue" vs. "Save and Finish Later" Buttons:** At the bottom of every screen in the PFS Online, you'll see two "save" buttons. If you press "Save and Finish Later," you will leave the PFS Online. You should press this if you are finishing your session and wish to log out. If you have completed the page and wish to move on to the next, press "Save and Continue." Note that if you haven't finished answering all the questions on that page, you will be prompted to do so. If an answer doesn't apply to you, fill in a zero. Don't leave it blank.
- **The Back Button:** Do NOT use the Back button on your Internet Browser. Instead, use the *Back* button at the bottom of the page. Data may be lost if you use the browser back button.

Help Along the Way

Throughout the PFS, you'll see Help Tips on the right side of your screen. For example, if you need to refer to a particular tax form to answer the question, we'll tell you which one to view.

The screenshot shows the 'E. Additional Family Information (1 of 5)' section of the Parents' Financial Statement Online Workbook. It features a table for 'Medical/Dental' expenses and a 'LAST YEAR RETIRED' help tip.

Question	2009	Estimated 2010
19 Total medical/dental expenses not reimbursed by insurance companies. Provide explanation below.	8	5
19A Total paid for medical/dental insurance plans	3	4
20 Unusual expenses (rents below) entering a negative value: View allowable & non-allowable expenses list	3	3

LAST YEAR RETIRED
QUESTION 19:
 LAST YEAR RETIRED \$5000
 2010

HELP TIP:
QUESTION 19:
 EXPENSES ARE REPORTED IN 2009 AND ARE FINANCIAL STATEMENTS FOR 2009. NO CHANGES TO THE 2009 INFORMATION.

DO NOT INCLUDE THE COLLEGE, UNIVERSITY, OR OTHER EDUCATIONAL INSTITUTIONS' TUITION, BOOKS, AND SUPPLIES IN THIS SECTION.

IF THE USER IS REPORTING THE COLLEGE, UNIVERSITY, OR OTHER EDUCATIONAL INSTITUTIONS' TUITION, BOOKS, AND SUPPLIES IN THIS SECTION, THE USER SHOULD REPORT THE AMOUNT IN THE COLLEGE, UNIVERSITY, OR OTHER EDUCATIONAL INSTITUTIONS' TUITION, BOOKS, AND SUPPLIES SECTION.

Tips to Avoid Common Errors

1. **If you must go backward in the application, use the "back" button at the bottom of the screen.** If you use your Internet browser "back" button at the top of your screen, you may lose information.
2. **Zero counts!** Enter a zero if a question does not apply to you. Do not leave the answer blank.
3. **Whole numbers only.** When entering numbers please use only whole numbers: no decimals or cents. Rounding to the nearest whole number is acceptable.
4. **Tell us more.** Offer explanation when requested, so a school can better understand your answer or situation.
5. **Applicants vs. Dependents.** Questions about "student applicants" refer to your children who are applying for financial aid using the PFS you're completing. Questions about "other dependents" refer to the children (or adults) for whom you provide support who ARE NOT applying for financial aid.
6. **Choose the right school.** In the Select Subscriber School section, choose the exact school you wish to apply to, in the correct city and state. Many schools have similar names.
7. **Salary vs. profit.** In the Family Income section, if you are a business owner or farm owner, in the questions about "salary," enter only the amount you draw as salary. You will provide information about profit/loss elsewhere in the PFS.
8. **Rent.** In the Family Assets and Debts section, if you rent your residence, enter the total rent you pay for the whole year, not the amount you pay each month.
9. **Paying by waiver?** Enter a fee waiver code exactly as it was provided to you by a school. It should have eight (8) characters. An incorrect code will delay processing your PFS.
10. **Use the cover sheet.** If you opt to mail in additional required documents to SSS, use a required documents cover sheet, which you can print from the PFS Online. This allows us to match your documents to your application.
11. **Mail early.** If you opt to mail in additional required documents to SSS, do so at least 10 days before the school deadlines to allow for mail delivery and SSS processing time.

FAQS

Where do I include parents' educational loans?

Report these as part of your answer to Question 17, "Debts." Specify in the Notes section for this question how much of the debt you're including in your answer is specifically for parents' educational loans.

What is Consumer Debt and how is it used in the calculation?

In Question 18, you are asked to report your credit card debt. Given the variety of types of spending that credit cards can be used for, SSS does not factor this into the calculation of your family contribution. However, schools may use this information in different ways. Enter your total outstanding balances then and use the Notes section to specify the main types of purchases that these cards were used for.

What should I include as "Unusual Expenses"?

In Question 24, you are asked to total your "unusual expenses." Below the question, click the link to see a list of the types of expenses that should and should not be included. In the Notes section for this question, write an explanation so that a school can make the decision about whether to consider these expenses.

How do I complete the income section without my tax forms being available yet?

Schools realize that most tax forms are not available until late January, and usually set their requirements accordingly. Be aware of each school's requirements. Some may ask you to submit a 2010 tax document and then later to submit the 2011 one. Using your best estimates on the PFS is acceptable if your 2011 tax information is not yet finalized.

How do I compress files that are too large to upload?

Some scanners create very large PDF files that may be difficult to upload. Fortunately, there are a number of free software tools available to compress these into smaller files. Just Google "compress PDF" for a variety of options. And as always, you can bypass uploading altogether by simply printing a cover sheet and mailing your documentation. Just make sure your materials are sent 10 days prior to the application deadline.

Step 3: Pay for & Submit Your PFS

Once you complete all sections of the PFS, you will have access to the Pay and Submit section. The fee to submit a PFS online is U.S. \$37 and this fee is nonrefundable. This is a flat fee, whether you are applying for aid for one child or several children, and whether your children are applying to one school or several schools. Your PFS and the application results will not be processed and sent to schools until we receive full payment.

Payment Options

In the Pay and Submit section, you may make your secure payment using the following methods:

- **Credit or debit card.** A charge will appear on your credit card as "SSS PFS Online."
- **Direct debit** from your checking or savings account
- **PayPal account.** This is the preferred method for international families.
- Application Fee Waiver Code provided to you by a school. Be sure to enter the 8-character code exactly as it was provided to you.

The screenshot shows a web interface with a navigation bar at the top containing links: My Dashboard, Complete Your PFS, Pay for PFS (highlighted), Manage Documents, View Family Report, and Support. Below the navigation bar is the heading "Pay for Your PFS". The main content area contains the following text: "It costs \$35 U.S. Dollars to submit your PFS and have the results sent to as many schools as you choose. This fee is nonrefundable. Your PFS cannot be processed and sent to schools until we receive full payment. There are several options for making a secure payment. (PayPal is the preferred method for international families. [Learn more about setting up a free PayPal account.](#))" Below this is a note: "Below, select your method of payment, fill in the appropriate information, then click 'Submit Payment.' (*Required field.)" Underneath, it states "Total Amount Due: \$35" and "Please select your method of payment: *". There are four radio button options: "I would like to pay using my Credit Card or Debit Card.", "I would like to make an online payment using my checking or savings account.", "I would like to use my PayPal account.", and "I will use an Application Fee Waiver Code provided to me by a school."

Once you have successfully submitted and paid for your PFS, you will receive email confirmation from SSS. Your information will be immediately available to schools. **Once submitted, your PFS cannot be withdrawn and your fee cannot be refunded.**

Step 4: Manage Documents

Many schools require that families submit documents in addition to the PFS. After your PFS has been processed, on the "Manage Documents" screen of the PFS Online, you can see which documents have been received and processed by SSS and which are still outstanding. From that same page, you can upload your documents online. *After you submit and pay for your PFS, it will take up to 24 hours for it to process. Once it has been processed, you will be able to access the Manage Documents page. If your PFS has not yet been processed, you will receive a popup window message when you click on the purple "Manage Documents" page in the PFS Online.*

Uploading Documents

Following the step-by-step instructions on the Manage Documents screen, you will:

1. **Save each document that you intend to upload as a *separate file*.**
Each file may be up to 1.5MB in size. The files may be in any of the following formats: Adobe Acrobat PDF files; .jpg, .gif, or .tiff image files; or Microsoft Word or Excel files.
2. **On the Manage Documents screen, click on "Browse."**
A menu will appear that shows your computer's folders. Locate the document to upload.
3. **Click on "Upload Documents."**
Once you have uploaded a document, it may not appear immediately in the "Received Documents" list on the Manage Documents page. It could take up to 24 hours for it to have been processed and appear as "Received."

Document Management for Year 2011-2012 PFS

In addition to the completed PFS, many schools require that families submit additional documents. Find out how each school which documents it requires, where you should send them, and when. The school you are applying to will prepare PFS or other documents on its basis. Those documents need not be included with your PFS.

Received Documents

Received	Document	Year	Type
10/15/2011 10:10	1010-2011	2010	Registration
10/15/2011 10:10	1010-2011	2010	Registration

Outstanding Documents

The following documents are outstanding for the school you are applying to. You can upload these documents from the Manage Documents page. The school year and the file name are listed.

1. Registration for the school year 2010-2011.
2. Registration for the school year 2011-2012.
3. Registration for the school year 2012-2013.
4. The school year 2012-2013 documents will be submitted to the school for it to have been processed and approved for use.

Document ID	Year	School	File Attachment
1010-2011	2010	2010	Registration
1010-2011	2010	2010	Registration
1010-2011	2011	2011	Registration
1010-2011	2012	2012	Registration

Mailing Documents

If you're unable to upload your documents, don't worry – you also have the option of mailing them. With that said, if you choose to mail documents to SSS, you will need a cover sheet, which you can print from the PFS Online. Mail your documents at least 10 days before the school deadlines to allow for delivery as well as processing time. You can find the regular and overnight mail addresses on the last page of this workbook.

Step 5: View Your Family Report

Understand SSS's Estimate of Your Family's Contribution

Immediately after you pay for and submit your PFS, we share your information with the schools you indicated. Each school uses the SSS "Estimate of Family Contribution" as a starting point in determining your financial aid award. Each school makes its own financial aid decisions, based on its budget and policies.

From your Dashboard, click on "View Family Report" to read an explanation of how SSS calculated the amount your family can contribute to educational expenses, and how schools will use that calculation as a starting point for making financial aid decisions. See a sample Family Report below.

SUMMARY OF PFS INFORMATION YOU SUBMITTED		
(FAMILY)		
1	No. of Parents	2
2	No. of Tax Exemptions	6
3	No. of Children	4
4	No. of Children in Tuition-Charging Schools	2
(INCOME)		
5	Parent/Guardian A Wages	\$65,000
6	Parent/Guardian B Wages	\$32,500
7	Dividends/Interest Income	\$200
8	Alimony Received	\$0
9	Other Taxable Income	\$500
10	Untaxed Payments to IRA	\$2,500
11	Keogh Plan Pmts. And SEP Deductions	
12	Other IRS Allowable Adjustments	\$5,000
13	Child Support Received	\$7,500
14	Social Security Benefits	\$2,500
15	Other Nontaxable Income	\$3,000
(ASSETS)		
18	Home- Present Market Value	\$750,000
19	Home- Total Unpaid Principal	\$650,000
20	Other RE - Present Market Value	\$200,000
21	Other RE- Total Unpaid Principal	\$150,000
22	Bank Accounts	\$5,671
23	Other Investments	\$57,936
(DEBTS)		
24	Debts	\$45,387
25	Consumer Debts	\$9,743
(NONDISCRETIONARY EXPENSES)		
21	IRS Total Itemized Deductions	\$35,578
22	Total Federal Income Tax Paid	\$9,795
16	Total Medical/Dental Expenses	\$4437
17	Unusual Expenses	\$7628
BUSINESS/FARM		
27	Business/Farm-% Ownership	
28	Business/Farm-Assets	
29	Business/Farm-Liabilities	
30	Business/Farm-Net Profit/Loss	
YOUR ESTIMATED FAMILY CONTRIBUTION		
	Parent Contribution	
Total Parent Contribution for all students		\$20,000

The results above are for day school applicants. Add \$1,700 per student to the Parent Contribution for boarding applicants.

1. SSS Determines "Discretionary Income." To calculate your "Discretionary Income," SSS takes your **Income** (the money you earn/receive) and subtracts **Nondiscretionary Expenses** such as taxes and emergencies. It also considers a small portion of your Net Worth (your **Assets** minus your **Debts**) as potentially available for meeting your living expenses. SSS automatically subtracts an allowance for basic living expenses, based on your household size and the remainder is considered your **Discretionary Income**.

2. SSS recommends to schools your "Estimated Family Contribution," the portion of your Discretionary Income that is available to pay for education for *all your children* enrolled in tuition-charging schools. If more than one of your children is applying to tuition-charging schools, the basic expectation is that you can split your parent contribution evenly among them. Your Estimated Family Contribution also includes an expectation that some portion of savings in the student's name will also be included with what the parents can contribute from their own resources.

3. The SSS analysis is often a starting point for a school's decision-making process, not the end of it. Based on their own policies and practice, it's likely that schools will adjust SSS's suggested contribution. A few examples that might result in a school making an adjustment to SSS's calculation:

- A philosophy about a minimum amount that parents should be able to pay for educational expenses.
- A school policy may require that in order to be eligible for aid, both parents earn income (unless they are caretakers or are disabled).
- A school may not be able to afford the financial aid you qualify for, and ask you to pay more than the SSS calculation.
- A school may review your home equity and/or other assets and debts differently than SSS.
- A school might adjust the SSS calculation to consider cost of living factors in your city or town.

4. Schools review your full PFS and may verify your information. Reviewing your entire PFS, including your explanations, helps school better understand your family's financial picture. Most schools also compare the information you entered on your PFS with official documents, such as tax forms.

5. Each school decides how much financial aid it can/will award to your family. In making its decision about how much of your financial need it can meet, each school considers how much money it has available in its financial aid budget; how much it costs to attend its school (tuition, fees, books, etc.); and the school's enrollment goals. Because schools differ in policy and budget, you may receive very different offers from schools. [Read about some sample scenarios.](#) If you have questions about how a school's award was made, please contact the school's financial aid department.

Adding a School/ Making a Change

If, after submitting your PFS, you decide that you need to make a change to your PFS and/or add a school, you may do so. Here's how:

- 1. Log into the PFS Online.**
Even if you originally applied using the paper PFS form, you can still use the PFS Online to send your results to additional schools or make a change. After you click on the link to go to the PFS Online, follow the prompts to "Create an Account" on the PFS Online -- on the "Create an Account" page, be sure to enter the PFS ID number you received in your e-mail confirmation from SSS.
- 2. Select the gray button that shows the academic year** for which you are applying for financial aid, such as "Academic Year 2011-12."
- 3. Click on the purple "Complete Your PFS" tab.**
- 4. From the left-hand navigation, click on the section in which you wish to make a change.** If you wish to add a school, select the section called "Select Subscriber Schools."
- 5. Make your change (or add your school), then press "Save and Continue."**
- 6. From the left-hand menu, click on the "Submit Your Change" button.**
- 7. On the next screen, confirm** that you wish to submit that change by pressing "Continue."
- 8. Look for your confirmation email.** To ensure that your additional school request has been processed, be sure to check your email for confirmation. If you do not receive an email within 24 hours you may need to re-submit your change by following the steps above (don't forget to "Submit Your Change"!) or call customer service for help.

If you added a school, the school will have access to your PFS information within 24 hours. If you made a change to another section of the PFS, the school(s) to which you have applied will have access to your updated PFS information within 24 hours.

Support

Customer Service Center

We are available to assist you in completing and submitting your PFS. Note: For security reasons, we cannot enter the information for you.

- Call (800) 344-8328. If you are calling from outside of the United States or Canada, dial (952) 967-9922.
- Email sss@nais.org.
- We offer extended hours during the busiest months of the application season.

Customer Service Center

The hours of operation for the center are:

On November 1–Saturday Hours Begin

Monday-Friday 9:00am - 8:00pm ET

Saturday 9:00am - 4:00pm ET

January 1–March 31- Extended Hours

Monday-Friday 9:00am - 11:00pm ET

Saturday 9:00am - 8:00pm ET

April 1–April 30 (Extended Hours)

Monday-Friday 9:00am - 12:00am ET

Saturday 9:00am - 4:00pm ET

May 1–October 31 (No Extended Hours, No Saturdays)

Monday-Friday 9:00am - 8:00pm ET

Saturday Closed

Have your PFS ID number ready when you call!

This number is in the upper right corner of your PFS Online screen. This will allow our agents to assist you most effectively.

Contact Us

SSS By NAIS Mailing Address

Use one of the addresses below to submit any documents schools have instructed you to send to SSS. (You can also opt to upload them online through the Manage Documents screen.)

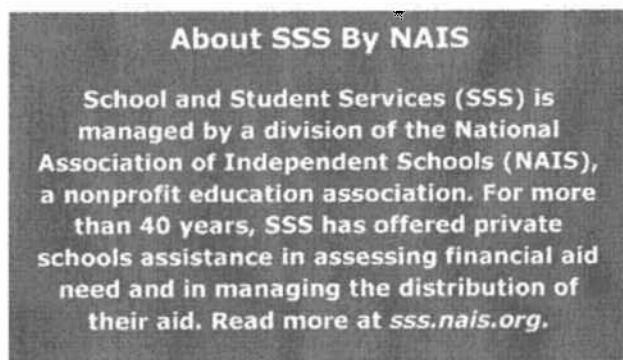
Remember: Some schools may ask you to submit required documents directly to the school. Be sure to find out from schools exactly what to send, where, and by when!

For regular mail, use this address:

SSS By NAIS
P.O. Box 449
Randolph, MA 02368

For overnight mail, use this address:

SSS By NAIS
Application Processing Center
437 Turnpike Street
Canton, MA 02021



Financial Aid at Saint Patrick Catholic School 2012-2013 Academic Year

We partner with School and Student Services By NAIS (SSS) in our financial aid process. To begin your financial aid application, for financial aid, you will complete the Parents' Financial Statement (PFS). Complete just one PFS, even if you have more than one child applying for aid. Completing the PFS online will save you time and money, and will help us make our financial aid decision more quickly.



How to Complete the Parents' Financial Statement (PFS) Online

1. **Starting November 1, 2011, go to the SSS Website at sss.nais.org/go/parents. Click on the green "Apply Now" button to enter the PFS Online.**

2. **Login to the PFS Online.**

- *Are you applying for aid for the first time?* Click on the green "Create an Account" button. You'll be asked to enter your name and email address and to select a password.
- *Did you apply last year?* Enter in your login and password from last year in the section called "Returning Families." If you have forgotten your login information, click on "forgot your password."

3. **Begin a PFS for Academic Year 2012-13.**

Download the PFS Online Workbook and refer to on-screen help for guidance along the way. You can log out of the PFS Online at any time -- then return later to complete your PFS.

4. **Pay for and submit your PFS.**

The fee of \$37 is nonrefundable. Once you have paid for and submitted your PFS, we will receive your information at our school. About 24 hours after you submit your PFS, you can go back to the PFS Online to submit any additional documents (see next section) and to view your Family Report, which summarizes the information we will receive.

We will communicate our financial aid decision to you.

To make our decision, we use the information from the PFS as a starting point. We also consider our school policy and practices, as well as the budget we have available.



If you wish to complete the PFS using the paper form, please contact our school for a form. Mail to School and Student Services, PO Box 449, Randolph, MA 02368-0449. For overnight service, use: School and Student Services, 437 Turnpike Street, Canton, MA 02021



How to Submit Additional Required Documents Online

Approximately 24 hours after you have paid for and submitted your PFS online, you will have access to the Manage Documents section of the PFS Online, where you can upload documents.

1. **Prepare your documents to be uploaded.**

Make sure the documents are on your computer, each saved as a separate file. They can be saved in any of the following file formats and each must be not more than 1.5 MB in size: Microsoft Word, Excel, Adobe pdf, .jpg, .gif, or .tif. Remove any security or password protection you may have on any pdfs and black out any social security numbers.

2. **Go to the PFS Online and login.**

3. **Select the Academic Year 2012-13 button.**

4. **From your PFS Online Dashboard, click on the purple "Manage Documents" tab.**

5. **On the Manage Documents page, under "Upload Documents," click "Browse," then locate the place the document is on your computer.**

6. **Click "Upload Documents."**

Once you have uploaded a document, it will NOT appear immediately in the "Received Documents" section on this page. It can take up to 72 hours for it to be received and then validated. Once it does appear in the "Received Documents" section that means that we, at our school, now have access to it.



If you wish to submit documents by mail, send them with a COVER SHEET (found at sss.nais.org/go/cover sheet) to School and Student Services, PO Box 449, Randolph, MA 02368-0449. For overnight service, use: School and Student Services, 437 Turnpike Street, Canton, MA 02021

If you have questions as you complete the PFS, contact SSS customer service at (800) 344-832

Here's key information you need to know about our school as you complete the PFS:

Our school's full name: Saint Patrick Catholic School

Our school's SSS code: 4079

Contact information for our financial aid office: Jamye Brown, Director of Admissions, (757) 213-0847, jbrown@stpccs.org

Due date for completing the PFS: March 23, 2012 Due date for submitting additional documents (see below): April 13, 2012

Documents we require you to submit, in addition to the PFS:

2011 1040, 1040A or 1040EZ & Supporting Documents

2011 W2 Form

Save Time... Apply Online

Applying online is the fastest and most direct method of submitting your application. It allows your institution to view your application electronically within minutes of submission.

Apply online at www.factstuitionaid.com.

Step 1: Select Applicant Sign In

Step 2: New Users select Create an Account

OR

**Returning Users enter their existing
Username and Password**

If you have forgotten your username or password, click on the Trouble signing in? link to retrieve your existing username and password. If you are unable to retrieve your username and password continue as a New User and click on Create an Account.

Once you have signed in, you will have the ability to complete the FACTS Grant & Aid Assessment application online.

After completing the online application you will need to mail or fax all the supporting documentation. The tax documents needed to verify your application are listed on the FGAA Checklist that is found online. Draft or Preview Copy tax documents will not be accepted.

Please allow 2 to 4 weeks for your application and supporting tax documents to be processed. We are unable to verify receipt of documents until they are scanned into our system, which takes approximately 2 to 3 business days. Faxed or copied applications will not be accepted. It is recommended that you keep a copy of your application for your records.

Application deadlines are set by the school or institution awarding the scholarships. If you are applying after a given deadline date, please contact your school or institution to ensure that your application will be accepted.

NOTE: Award decisions are not made by FACTS, but by the organization providing the scholarship.

**Customer Care Representatives are available Monday
through Thursday from 10:00am to 7:00pm Central Time
and Fridays 10:00am to 5:00pm Central Time.**



GRANT & AID ASSESSMENT

www.factsmgt.com · 866-315-9262 · e-mail: info@factstuitionaid.com

fax: 866-315-9264 · PO Box 82524 · Lincoln, NE 68501-2524

To apply online: www.factstuitionaid.com

Order your St. Patrick Catholic School yearbook today!

ORDER BY 1/26/2012 Order Online at jostensyearbooks.com

Student Name: _____ Grade: _____ Homeroom: _____ ID#: _____
 Student Email: _____ Student Phone: _____ Cell Home
 Parent Email: _____ Parent Phone: _____ Cell Home

1 SELECT YOUR YEARBOOK PACKAGE	PRICE	TOTAL
Yearbook	\$40.00	
Signature Package (<i>Go to Step 2 to select cover personalization</i>) <i>Includes Yearbook, 1 Line of Personalization, 4 Signature Pens, Autograph Section, Photo Pockets & a FREE Icon</i>	\$59.45	
Deluxe Package (<i>Go to Step 2 to select cover personalization</i>) <i>Includes Yearbook, 2 Lines of Personalization, Hear the Year, Clear Protective Cover, Photo Pockets, FREE Autograph Section & a FREE Icon</i>	\$66.49	

BEST VALUE!

2 PERSONALIZE YOUR YEARBOOK	PRICE	TOTAL																																																																								
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3 ACCESSORY ITEMS	QTY	PRICE	TOTAL
Autograph Section 8-page insert offers extra space for special messages		\$3.00	
Photo Pockets A sheet of 6 adhesive-backed repositionable pockets to hold photos & memories		\$2.50	
Clear Protective Cover Protect your yearbook from scratches, spills and wear		\$3.00	
Hear the Year Download 12 songs to your computer from a dedicated music library and enjoy a fun bonus feature		\$12.99	
Donate a Yearbook Buy a yearbook for a deserving student in your school		\$40.00	

4 ORDER TOTAL	TOTAL
Total Due <i>Remember: At least one line of personalization must be purchased to order an icon.</i>	

Do not delay order your yearbook today!! Yearbooks can also be purchased online at www.jostensyearbooks.com



School of Skillz Spring Break Basketball Camp Consent Form

I fully give my permission to the registered student to participate in activities provided by Nadine Domond/ND-Basketball Services and staff. I agree that Nadine Domond, ND-Basketball Services Staff, and/or Saint Patrick Catholic School will not be held liable for injury to the registered student as result of participation in any Nadine Domond/ND-Basketball Services event.

_____ Parent or Guardian Signature

_____ Date

SCHOOL OF SKILLZ Basketball Camp Spring Break 2011

at
Saint Patrick Catholic School



Conducted by **Nadine Domond**
Nike Skill Academy Coach, Former WNBA Guard
& Top Clinician

To register for camp, please fill out the registration form and return with payment to:

Saint Patrick Catholic School
ATTN: Jamye Brown
1000 Bolling Avenue
Norfolk, VA 23508

Dates: Tuesday, April 10th - Friday, April 13th, 2011
Location: Saint Patrick Catholic School
1000 Bolling Avenue, Norfolk, VA 23508
Age: K - 8th Grade
Time: 9am - 3pm* (Before & After Care Available)
Cost: \$170

School of Skillz Spring Break Basketball Camp

We will focus on playing both offense and defense, as well as breaking down guard position and post position. Your child will be introduced to drills that teach PROPER ball handling, shooting, passing techniques and much more! Campers will work hard with competitions and INTENSE drills that will challenge their skills.

For more information about Nadine Dornand, visit
www.ndbasketballservices.com

There will be a concession stand available during camp that will offer Powerade, Gatorade, and healthy snacks. The concession stand will also sell pizza during lunch.

Campers may pack their own snacks and lunch as well.

Before Care will be offered 7:45 am – 8:45 am
After Care will be offered 3:15 pm – 5:00 pm
\$5.00 per hour

REGISTRATION FORM

Name of Participant _____

Birthdate _____

Address _____

Phone _____

Best Email to receive camp updates and information: _____

School _____ Grade _____

Payment Method for camp (please check one):

- Bill with my tuition (Saint Patrick students only)
 Check (enclosed)

Before and After Care will be paid for separately the week of camp.
Please check the option you need:

- My child will need Before Care.
 My child will need After Care.
 My child will not need Before or After Care.

IMPORTANT: Please sign the consent statement on the back of this form.

To register for camp, please fill out the registration form
and return with payment to:

Saint Patrick Catholic School
ATTN: Jame Brown
1000 Bolling Avenue
Norfolk, VA 23508

*Once your camp registration is received, you will receive an Emergency
Contact Form, Insurance Form, and Pick up Authorization.

A refund will only be given if requested in writing two weeks
prior to the start of the camp.

In the event of an injury or illness, a doctor's note will be required. Ten
percent of the campfee is nonrefundable.