



## 2011 Nationally Recognized Blue Ribbon School

January 2025

Dear Prospective St. Columban Parents,

Thank you for your interest in St. Columban School. We are excited to begin the registration process for the 2025-2026 school year! In September 2026, we will be celebrating 100 years of academic excellence providing a challenging, value-centered education, and are eager to support you in your role as primary educator of your child.

Completing the registration forms is the first step in the admission process for your child. Forms should be typed, printed and submitted, along with the other items on the checklist, to the school office. After review of all applications, we use a combination of factors to help us learn about your child.

PreK students will come for a visit for the teachers to observe social and emotional behaviors to ensure the child is ready for our program. Kindergarten applicants will be assessed on basic academic skills, such as early reading skills, basic handwriting, number recognition and other kindergarten readiness measures like social and emotional development. Students entering grades 1-6 will be assessed on grade level academic skills in math, language arts, and writing. Applicants for grades 7-8 are assessed on grade level math and science knowledge. Acceptance will be determined in accordance with the priority admission policy and will be mailed by February 21.

We are happy to assist you in any way. If you have questions or concerns, please call the office at 513.683.7903. We hope this is the beginning of a successful journey for your child at St. Columban School.

Sincerely,

Mrs. Donna Muchmore, Principal

# General Registration Information for Attending St. Columban

## REGISTRATION

First and foremost, St. Columban School is established to serve primarily the membership of St. Columban Parish. The parish believes that our school is truly an important ministry in the life of the parish community. Our school does not discriminate on the basis of race, color, gender, or national origin. Moreover, our school will accommodate students with disabilities, if, with reasonable accommodations at the discretion of the administration, the student can meet the academic and behavioral guidelines of the school. Our belief is that every child who belongs to a family registered at St. Columban Parish should have the opportunity for a Catholic education to the best of our ability. That is why it is important to have a clear policy of acceptance.

The following priority list will be used to determine admission to St. Columban School:

### **I. Pre-K**

St. Columban School welcomes children who are four years old on or before August 1<sup>st</sup> of the current school year, if deemed to be ready through the screening process.

Based on the below criteria, acceptance will be prioritized by the program requested, with 5 full days given priority.

Options are: five full days, three full days, five half days, and three half days.

- a. Children who were accepted in the previous academic year, but wish to repeat the Pre-K program, must do so at a minimum of five half days.
- b. Children of active parishioners who have siblings presently enrolled, registered for the upcoming school year, and whose tuition is current
- c. Children from families of active parishioners whose elder siblings attended St. Columban School
- d. Children of active parishioners who do not have siblings presently attending our school
- e. Children of inactive parishioners who already have siblings presently enrolled in our school and whose tuition is current
- f. Children of non-parishioners will be considered

Acceptance letters, based on the above criteria, will be issued once the registration process is complete. After that date, each registration will be considered independently.

## **II. Kindergarten**

St. Columban School welcomes children who are five years old on or before September 30<sup>th</sup> of the current school year, if deemed to be ready through the screening process.

- a. Top priority is given to currently enrolled students whose families remain active parishioners of St. Columban
- b. Children who were not accepted in the previous academic year for readiness reasons, who are now found ready, and whose parents have remained active parishioners
- c. Children of active parishioners with siblings presently enrolled, registered for the upcoming school year, and whose tuition is current
- d. Children from families of active parishioners whose elder siblings graduated from St. Columban School
- e. Children of active parishioners with no siblings presently attending our school. This will include families moving into the Loveland area, who were active in their previous parish
- f. Children of inactive parishioners with siblings presently enrolled in our school and whose tuition is current
- g. Children of non-parishioners will be considered

Acceptance letters, based on the above criteria, will be issued once the registration process is complete. After that date, each registration will be considered independently.

## **III. Grade One**

- a. Top priority will be given to currently enrolled students whose families remain active parishioners of St. Columban
- b. Those children who were not accepted in the previous academic year for readiness reasons, who are now found ready, and whose parents have remained active parishioners
- c. Children of active parishioners with siblings presently enrolled, registered for the upcoming school year, and whose tuition is current
- d. Children from families of active parishioners whose elder siblings graduated from St. Columban School
- e. Children of active parishioners with no siblings presently attending our school, but who registered for kindergarten, completed the screening process, and were placed on the kindergarten waiting list
- f. Children of active parishioners with no siblings presently attending our school. This will include families moving into the Loveland area, who were active in their previous parish
- g. Children of inactive parishioners who already have siblings presently enrolled in our school and whose tuition is current
- h. Children of non-parishioners who registered for kindergarten, completed the screening process and were placed on the waiting list
- i. Children of non-parishioners will be considered

#### **IV. Grades Two through Eight**

- a. Top priority is given to currently enrolled students whose families remain active parishioners of St. Columban
- b. Children of active parishioners with siblings presently enrolled, registered for the upcoming school year, and whose tuition is current
- c. Children from families of active parishioners whose elder siblings graduated from St. Columban School
- d. Children of active parishioners with no siblings presently attending our school. This will include families moving into the Loveland area, who were active in their previous parish
- e. Children of inactive parishioners with siblings presently enrolled in our school and whose tuition is current
- f. Children of non-parishioners will be considered

Acceptance letters, based on the above criteria, will be issued once the registration process is complete. After that date, each registration will be considered independently.

If there is a waiting list for one or more of the ten grades at St. Columban School, it remains in effect during the current school year until the start of the official registration period for the next year, as determined by the school principal. However, at the close of the official registration period, those on the waiting list who were offered a place, but refused to take it for whatever reason, will have to re-register for the new academic year and be put on the waiting list with the others. Those who were on the original waiting list but were not offered a place in our school will be reconsidered following the criteria listed above and must complete a new registration packet. In the event that the number of applicants in a category exceeds the number of possible seats in any given grade, the school and parish administration will review the totality of the applications to determine admission. Discretionary review is reserved to the school principal and pastor in making admission decisions.

Please direct any questions regarding tuition to the Parish Office at 513-683-0105.

#### **NEW STUDENTS**

A student new to St. Columban School will be subject to a probationary period of at least one trimester. The purpose of this time period is to determine if our program and environment will allow the new student to succeed and reach his or her full potential.

#### **NON-DISCRIMINATION POLICY**

St. Columban School admits students of any sex, race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, national or ethnic origin in administration of educational policies, admission policies, loan programs, athletic and other school-administered programs, and/or in hiring teachers.



## **REGISTRATION CHECKLIST**

### **Read Only Items:**

- Welcome Letter
- General Registration Information

### **Items to be completed and returned to the school office or submitted online:**

- \_\_\_\_\_ 1. Registration Check List
- \_\_\_\_\_ 2. Application/Student Information
- \_\_\_\_\_ 3. Permission to Screen and Talk to Current School
- \_\_\_\_\_ 4. Stewardship Letter (Read only) and Stewardship Form
- \_\_\_\_\_ 6. Record Release Form
- \_\_\_\_\_ 7. Testing Fee - \$30.00
- \_\_\_\_\_ 8. Original Birth Certificate (copies must be made in the school office)
- \_\_\_\_\_ 9. Original Baptismal Certificate (unless baptized at St. Columban)

# St. Columban School 2025-26 Application

## STUDENT INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_ Child's Birth Date: \_\_\_\_\_

Grade Applying For:

PreK only-Program Selection:

\*Parishioners registering for 5 full days of PreK will receive priority in the event of a wait list

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Family Phone: \_\_\_\_\_ Family e-mail Address: \_\_\_\_\_

Child's Birthplace: (City/State/Zip): \_\_\_\_\_ Gender: Male: \_\_\_ Female: \_\_\_

Ethnic Background: \_\_\_\_\_ Hispanic? \_\_\_\_\_ Religion: \_\_\_\_\_

Does the student speak English as a second language?

Language: \_\_\_\_\_

Does the student speak English and another language?

Language: \_\_\_\_\_

Is the student exposed to another language at home?

My Child has Medical Issues and Needs Assistance:

My Child Has an IEP or ISP:

My Child has a 504 or Accommodation Plan:

If yes to any of the above, please indicate the medical issues and/or learning

disabilities: \_\_\_\_\_

\_\_\_\_\_

Present School: \_\_\_\_\_ Grade Level 24-25: \_\_\_\_\_

School Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Reason for transfer (grades 1-8): \_\_\_\_\_

What public school would your child be assigned to if attending public school?

School District: \_\_\_\_\_ School Building: \_\_\_\_\_

SACRAMENTS	DATE	CHURCH	CITY/STATE
Baptism			
First Communion			
Reconciliation			
Confirmation			

## STUDENT INFORMATION

Student's Name: \_\_\_\_\_

### FATHER'S INFORMATION

Father/Guardian Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

If other, please explain: \_\_\_\_\_

St. Columban Alumni? \_\_\_\_\_

Birth Place: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Religion: \_\_\_\_\_ U.S. Citizen: \_\_\_\_\_

Father's Cell Phone: \_\_\_\_\_ Address (if other than child's): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business E-mail: \_\_\_\_\_

### MOTHER'S INFORMATION

Mother/Guardian Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

If other, please explain: \_\_\_\_\_

St. Columban Alumni? \_\_\_\_\_

Birth Place: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Religion: \_\_\_\_\_ U.S. Citizen: \_\_\_\_\_

Mother's Cell Phone: \_\_\_\_\_ Address (if other than child's): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business E-mail: \_\_\_\_\_

## STUDENT INFORMATION

Student's Name: \_\_\_\_\_

If parents are divorced, please indicate the custodial parent:

\*Custody paperwork is required in the school office.

If child is adopted, records must be supplied. Indicate if paperwork submitted:

Are you a parishioner of St. Columban Parish:

If not, and registered elsewhere, where are you registered? \_\_\_\_\_

Number of siblings of the applicant: \_\_\_\_\_

Please list the name, age, and school, if applicable, of each sibling:

Name of Sibling	Birth Date with Year	Current School, if applicable

Are you interested in after school care by Champions?

Are you interested in learning more about Sacraments?

Upon acceptance, do we have permission to share your contact information with our PTO and your child's room parent?

Is your child toilet trained? (Required for PreK):

*Your child must be able to use the bathroom independently, wash and dry hands without assistance. No Pull-Ups.*

How did you hear about St. Columban School? Please mark all that apply.

- Neighbor or friend     Social Media     Yard signs     Parish bulletin  
 School website     Open House     Parish e-News     Other  
 Outdoor electronic sign at corner of parish property

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_





# ST. COLUMBAN ·SCHOOL·

## PERMISSION TO SCREEN AND TALK TO CURRENT SCHOOL

Thank you for applying to St. Columban School for the 2025-26 school year. We receive applications from students currently enrolled at a variety of schools, some of which are strongly based on academics and some based more on social and emotional development. Therefore, it is our policy to screen each student before acceptance. We may also ask to meet with you and/or your child prior to acceptance. Please indicate below your consent to have your child screened.

I give my permission to have my child \_\_\_\_\_  
screened at St. Columban School for the 2025-26 school year.

In some cases we may contact your child's previous school/teacher in order to gain further insight into your child's social, academic, and emotional development. Please fill out the form below permitting your child's current school to release verbal information to: Mrs. Donna Muchmore, Principal.

Name of Student: \_\_\_\_\_

Name of Current School: \_\_\_\_\_

Address of Current School: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone Number of Current School, including Area Code: \_\_\_\_\_

Fax Number of Current School, including Area Code: \_\_\_\_\_

Name of Principal: \_\_\_\_\_

Guidance Counselor: \_\_\_\_\_

Name of Teacher: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_



# ST. COLUMBAN ·SCHOOL·

## LIVING OUT STEWARDSHIP

Dear Parishioner,

As baptized members of the church, we are all called to become actively involved in the word and work of Jesus Christ. During the baptismal ceremony parents accept this responsibility on behalf of their children and renew their own promise. The active involvement of all members is central to our celebration of the Sunday Eucharist.

Our promise is most often lived out in the parish community by sharing our time, talents, and treasures. As you prepare to register your child for the upcoming school year, we ask you to reflect on your family participation in the parish life of St. Columban. To help you take a personal inventory of your gifts to our community, we ask you to please list on the following page the ways in which your family lives out stewardship. Please take the time to fill out this form completely as we use the information that you provide to determine acceptance in accordance with our priority admission list. If you are new to St. Columban, please complete this form using your past history from your previous school/parish.

Sincerely yours,

Mrs. Donna Muchmore, Principal

Reverend Ed Smith, Pastor

# LIVING OUT STEWARDSHIP

ONE FORM PER FAMILY

Family Name: \_\_\_\_\_ Mother's Maiden Name: \_\_\_\_\_

St. Columban Parishioner since (Year): \_\_\_\_\_

If new, name of previous parish where stewardship occurred: \_\_\_\_\_

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**TIME:** (festival, school volunteers, stuffing bulletins, etc.)

Past participation and year of service:

Future plans for participation:

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**Talent:** (teaching in ERE, liturgical ministries, coaching sports, etc.)

Past participation and year of service:

Future plans for participation:

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**Treasure:** (Sunday collection, parish commitment card, etc.)

Past participation and year of service:

Future plans for participation:

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Community service outside of St. Columban and year of service:

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Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_



**AUTHORIZATION FOR RELEASE OF STUDENT RECORDS**

I, \_\_\_\_\_,  parent  legal guardian  adult student  
authorize \_\_\_\_\_ to release the records checked below,  
SCHOOL NAME AND ADDRESS

regarding, \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
STUDENT NAME BIRTH DATE

to: \_\_\_\_\_  
St. Columban School (513) 683-7903  
SCHOOL NAME PHONE NUMBER

896 Oakland Road; Loveland, OH 45140 (513) 683-7904  
STREET ADDRESS, CITY, STATE, ZIP CODE FAX NUMBER

for the purpose of \_\_\_\_\_

**RECORDS TO BE RELEASED**

All Records<sup>1</sup>

**OR**

- Academic Records (Transcript/Report Cards/Permanent Record Card/Standardized Test Scores/Proficiency Test Scores/Birth Certificate)
- Attendance Records
- Suspension and Expulsion Records
- Special Education Records
- Behavioral Records (i.e. behavioral plans)
- Psychological Testing/Records
- Health/Immunization/Medical/Nursing Records
- Other \_\_\_\_\_

By signing this authorization, I relieve the school, which the above named student was attending, of the responsibility of notifying me that the records are being transferred. I also authorize the school, which the above named student was attending, to discuss matters pertaining to the student with representatives of the school to which the records are being transferred.

\_\_\_\_\_  
▶ Parent/Legal Guardian/Adult Student SIGNATURE DATE

\_\_\_\_\_  
▶ Print Name

<sup>1</sup> "All Records" means: Academic Records (Transcript/Report Cards/Permanent Record Card/Standardized Test Scores/Proficiency Test Scores/Birth Certificate), Attendance Records, Suspension and Expulsion Records, Special Education Records, Behavioral Records (i.e. behavioral plans), Psychological Testing/Records, and Health/Immunization/Medical/Nursing Records.