Application and Registration Process:

This is a two step process for registering and enrolling your child.

You have to create an Application for each NEW student.

1. **Go to the school website at: https://www.stpeterrockets.org/**
2. **Select the FACTS link from our site.**
3. **Click on "Create an Account"**

*To begin the application process, please click the "Create an Account" tab at the top of this page to create an application account. From there, you will be instructed to create a login, password, and verify your email via a message to your email account.

4. **Click on "Start Application"**

*You have the flexibility to log in and out of your application account without losing your data as it will autosave. There will be a green check mark for each section once you have completed all required fields.

5. **Review and Submit Application**

*Once all required fields of the application are complete, you must select "Review and Submit."

6. **Request/Submit Required Documents**

*Please be sure that all required documents are provided to the **admissions office by August 1st!**

Required Documents:

- **Birth Certificate, required for all new students**
- **IL Health Examination and Immunization Records**
- **IL Eye Examination**
- **IL Dental Examination**
- **Court/Custody Documents, if applicable**

7. **The school will be notified that your application has been submitted**. The school admissions office will review each application. If the application is completed accurately, you will receive a notification that your application has been accepted. If your application is not completed accurately, then you will be notified via email that there is information missing.

8. **Enrollment Welcome Email Will Be Sent Giving Next Steps To Enroll**

Enrollment Process:

To complete the enrollment process, please follow the steps below. **NOTE: During this process you will need to use our District Code (case sensitive): STPR-IL**

Step 1: Create a Family Portal Account

- Please go to [FACTS Family Portal](#)
- Select **Create New Family Portal Account**
- Enter your email address as provided in your application to the school.
- Click **Create Account**
- You will receive an email from FACTS Customer Support containing a link that will allow you to create your username and password. For security purposes this link will remain active for 6 hours.

Step 2: Access Family Portal

- Please go to [FACTS Family Portal](#)
- Type in your username and password. If you have forgotten your username or password, please click on the link provided
- Go to left-side Navigation Menu
- Click on **Apply/Enroll**
- Click on **Enrollment/Reenrollment**

Please complete the Enrollment forms listed in the left menu, beginning with the **Enrollee Information** form.

- A ⚠️ will appear in the menu next to forms that are missing required information.
- A ✔️ will appear in the menu next to forms that are completed.
- You will be prompted to choose a tuition payment plan.

To complete the enrollment process, you will be asked to provide the following documents:

- Birth Certificate, required for all new students
- [IL Health Examination and Immunization Records](#)
- [IL Eye Examination](#)
- [IL Dental Examination](#)
- Court/Custody Documents, if applicable

*Please be sure that all required documents are provided to the **admissions office by August 1st!**

After you have uploaded all documents and completed the enrollment packet, a **Submit Packet and Make Payment** form will appear.

Please follow the instructions that will be provided to submit the enrollment packet, along with the **non-refundable enrollment fee for new students of $200.00**

Please Note: Your information will be saved on each page, and you have the flexibility to log in and resume your Enrollment Packet at any time prior to submission!

If you have any questions, please feel free to contact us.

Sincerely,

St. Peter Catholic School