

# School of the Incarnation Newsletter

January 14, 2021

Friday, January 15 <sup>th</sup> :	<b>\$100 Reenrollment fee is due – see below for more info</b>
Monday, January 18 <sup>th</sup> :	Spirit Wear Day
January 24 – 30:	School Closed – Martin Luther King Jr. Day
Monday, January 25 <sup>th</sup> :	Catholic Schools Week
Monday, January 25 <sup>th</sup> :	School Mass 9:50 AM
Friday, January 29 <sup>th</sup> :	Spirit Wear Day
Friday, February 12 <sup>th</sup> :	12:15 Dismissal – ESP in session
	No school for Pre-K and Kindergarten students
Monday, February 15 <sup>th</sup> :	School Closed – Presidents Day
Sunday, February 28 <sup>th</sup> :	Deadline to apply for FACTS Grant & Aid



## Re-enrollment for current students for 2021-2022

The re-enrollment process to secure your child's seat at School of the Incarnation for the 2021-2022 is open now. It is important for us to know which students are returning before we begin to offer spots to new applicants. In the coming days you will receive an email with instructions on how to login to the parent portal in School Admin to complete the "Intent to Re-Enroll" Form and pay the re-enrollment fee. The re-enrollment fee will go up according to the fee schedule below.

\$100 if paid by January 15<sup>th</sup>

\$150 if paid between January 16<sup>th</sup> and January 31<sup>st</sup>

\$200 if paid between February 1<sup>st</sup> and February 15<sup>th</sup>

If not paid by February 15<sup>th</sup>, your child's spot will be released.

The intent to re-enroll and payment of the fee is the first step in the re-enrollment process. The second step includes the signing of your contract, initiating your FACTS agreement, and payment of the tuition deposit, this will be launched in early February with a deadline of March 6, 2021.

We require the intent to re-enroll from each student who is enrolled this year. If you know you are not re-enrolling for 2021-2022, please complete the form with your intent to not enroll.

## Applications for 2021-2022 school year

Applications for new students (not current students) are available on our school website. Applications should be submitted by January 29, 2021 to be considered in the first round. If you know a family interested in attending SOTI, please complete the attached referral form.

## 2021-2022 School Year

First day of classes for students: August 30, 2021

Christmas Break: December 22, 2021 – January 2, 2022

Easter Break: April 15 - April 24, 2022

Last day of classes for students: June 9, 2022

## Community Culture Projects

We are committed to growing our appreciation of the diversity within our community. We are asking willing families to create a video at home sharing their culture or heritage. This video would be shared with our students during their specials time.

A second project to celebrate our community's diversity is to create a virtual cookbook. Recipes can be submitted via email or sent to the school office to the attention of Mrs. Kerrie Smith. Recipes can also include a picture of your family and/or finished product, but pictures are not required.

If anyone is interested in creating a video or sharing a recipe, or even better both, please email Mrs. Kerrie Smith at [ksmith@schooloftheincarnation.org](mailto:ksmith@schooloftheincarnation.org)

### **Remote Learning Families**

For families approved in our remote learning program, schedules and codes can be found on our school website under Resources or by clicking the link below.

<https://sites.google.com/schooloftheincarnation.org/remotearnerinformation/home>

### **Share the Light**

We have been through a lot together as a school community during this pandemic. **As 2021 begins, we want to share the light.** A kind word, a moment of gratitude, a simple smile - sharing the good is sometimes the best gift you can give to another. Help us to shine brightly during these dark winter days, and share memories or ways that SOTI has been a light during 2020/2021. <https://forms.gle/QsC5PLnJ49YELAnj9>

### **FACTS Grant and Aid Applications – Updated information – Please Read!!**

FACTS Grant and Aid Applications are now open for the 2021-2022 school year. The deadline to apply for Grant and Aid will be February 28, 2021. IMPORTANT CHANGE: The Archdiocese of Baltimore is requiring 2020 W2's and 2020 tax returns. This is a change from prior years. This is due to many families having a decrease in income due to COVID and the 2019 tax returns would not reflect this, so they need the most current information. The application deadline is February 28<sup>th</sup> to submit your application but you will have until March 30 to upload those tax returns. There will not be any exceptions to this deadline. FACTS is the validation software used by the Archdiocese of Baltimore, the school and the parishes to verify the applications. FACTS does not provide any aid. Aid is awarded by the AOB, the school and parishes. The application can be found through this link: <https://online.factsmgt.com/signin/3C65P>. If you have any questions or concerns please feel free to reach out to Caroline Agresti, Business Manager at [cagresti@schooloftheincarnation.org](mailto:cagresti@schooloftheincarnation.org). An informational flyer is attached.



## **Home and School Association (HSA) News**

### **SOTI Knights Facemask**

Please click on the link below to purchase additional SOTI Knights facemasks. Cost is \$10.  
<https://forms.diamondmindinc.com/schooloftheincarnation/facemasks?token=369867739>



## Grant & Aid Assessment

FACTS makes quality education affordable for families by assisting schools in awarding financial aid. We work with schools to create a custom application and collect financial data so schools can make accurate award decisions based on financial need.

To apply for financial aid, visit <https://online.factsmgt.com/signin/3C65P>

After completing the online application, you will need to upload all required supporting documentation.

### The following supporting documents are required to complete the application process:

- **IRS Federal Income Tax Return**, including all supporting schedules (the year of the tax return depends on the tax requirements of your school). If applicant and co-applicant file separately, we require both tax returns for the same tax year.
- Copies of **all the current year W-2 Wage and Tax Statements** for both the applicant and co-applicant.  
**NOTE:** If you are applying before you have received all the current year W-2 Wage and Tax Statements, please submit them as soon as they become available.
- Copies of all supporting tax documents if you have business income/loss from any of the following:
  - Business** - send Schedule C or C-EZ and Form 4562 Depreciation and Amortization
  - Farm** - send Schedule F and Form 4562 Depreciation and Amortization
  - Rental Property** - send Schedule E (page 1)
  - S-Corporation** - send Schedule E (page 2), Form 1120S (5 pages), Schedule K-1 and Form 8825
  - Partnership** - send Schedule E (page 2), Form 1065 (5 pages), Schedule K-1 and Form 8825
  - Estates and Trusts** - send Schedule E (page 2), Form 1041 and Schedule K-1

### **IMPORTANT: If you file a tax return but do not have W-2 wages because you are self-employed, you will be required to submit a copy of your current year Federal Form 1040 Tax Return.**

- Copies of all supporting documentation for household Non-Taxable Income such as: Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and Temporary Assistance for Needy Families (TANF). If you do not file a tax return, you are required to provide documentation of all income received.

### **All documentation received is imaged upon receipt and then destroyed.**

You may log in to your FACTS user account to review the status of your application. Please allow 2 weeks processing time before inquiring further about receipt and/or status of the uploaded documents. Application deadlines are set by the institution awarding the aid. If you are applying after the deadline, contact your school to ensure that your application will be accepted.

### **A non-refundable application fee may be required before your application will be submitted.**

**NOTE: Award decisions are made by the institution providing the financial aid, not FACTS.**



# New Family Referral Program

Our current Incarnation families are by far the best ambassadors for spreading the word about our school! Our New Family Referral Program rewards current families with a one-time \$250 tuition credit for referring a new family who applies and enrolls. Here's how it works:

- If you know of a family that you believe may be interested in School of the Incarnation, complete the "New Family Referral Form" below and submit to the school office.
- Reach out to the family and share your experiences at School of the Incarnation. Share with them the reasons you have chosen Catholic education and why you think they should do the same. Let them know that you have or will refer their information to the school and that an admissions representative will call or email them to provide more information.
- For each new family that applies and enrolls at least one full-time student, a \$250 tuition credit will be awarded to the current referring family after the new student has been in attendance for 30 days.
- Siblings of current students and previously enrolled students do not qualify as new families. Staff members are not eligible for the referral credit.
- Note that this form must be on file in the front office before the new family has contacted the school on their own for information or to visit so it is best to submit the form as soon as possible after speaking with the new family. In other words, the referral form is not retroactive and you are not eligible for the referral if the family contacts school before the referral.
- This referral program is open to all families with students currently enrolled in PreK4-Grade 8.
- Referral fees are limited to one per family per academic year.

## Current Family

\_\_\_\_\_  
Parent name(s)

\_\_\_\_\_  
Student name(s) /Grade(s)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, MD

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

## New Family

\_\_\_\_\_  
Parent name(s)

\_\_\_\_\_  
Student name(s)/Grade(s)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

**How do you know this family?** Work Friend Relative Neighbor  
Church Community Other\_\_\_\_\_

**Any information we should know?**\_\_\_\_\_

By signing below, I confirm that I personally know this family and have shared the good news about School of the Incarnation with them. I understand that an Admissions representative from the school will be contacting this new family to provide more information and invite the family for a tour. I have read and understand the guidelines of the New Family Referral Program. Contact Casey Boswell at 410.519.2285 with any questions.

**Signature**\_\_\_\_\_

<p><b>-Office use only-</b> Form submission date _____ Contact date _____ Enrollment date _____ \$250 tuition credit date _____</p>
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