



# ST. PETER CLAVER CATHOLIC SCHOOL

PRESERVING THE LEGACY: MIND, BODY & SPIRIT

## Submitting the **ONLINE** Application

**St. Peter Claver Catholic School**

1401 N. Governor St.  
Tampa, Florida 33602

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# STEP 1. Access Online Portal for Application

1. All families will start using this link:  
(which can be found on our school website under Admissions)
  1. <https://spc-fl.client.renweb.com/oa/index.cfm?memberid=1896>

2. Please read our Admissions Online section:

3. Next, please click on the “Create an Account” found on the top of your screen.

**Resources:** You can access this page through our school website:

<https://www.stpeterclavercatholicsschool.org/admissions/>

[Back to School Website](#) [Admissions Online](#) [Request Information](#) [Create an Account](#) [Application](#) [FACTS Financial Aid](#)



## Admissions Online

Welcome to St. Peter Claver Catholic School and thank you for your interest.

### **How to Apply**

Applying is easy using our **Online Application**. We encourage families to apply online as it simplifies submission and provides parents a tool for tracking online the status of their admission after their application has been submitted.

### **Create an Online Application**

To begin the Online Application process, [Create an Account](#). Then log in to your account and **Create A New Student Application** for your child. You will then have the flexibility to log in and out of your account and access your open application.

After submitting the application, you will be able to track online your admissions status at the school by logging in to your account. There you will be able to print the completed applications, monitor when the school receives supplemental application forms and, if necessary, reprint the supplemental forms.

### **Request More Information**

Should you desire more information than is available on our website, please [Request More Information](#) and our Admissions Office will contact you.

### **We Look Forward to Meeting You**

If you have not already done so, please consider making an appointment to visit. We would very much like to meet you and encourage you to tour our school and campus.

We appreciate your interest and hope to assist you any way we can. If you have questions, please feel free to contact us at 813-224-0865.

*St. Peter Claver Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. St. Peter Claver Catholic School does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.*

## STEP 2. Create an Account

1. Please complete all the fields listed on this screen.

2. Please check the "agreement box".

3. Please click on the Create an Account.

4. Please GO BACK TO YOUR EMAIL and verify the account you just created!



### Application - Create an Account

\* Indicates a required field

First Name \*

Last Name \*

Email Address \*

Contact Phone \*

Username \*

Password \*

Confirm Password \*

COPPA \*

☐ I agree to comply with [COPPA](#) and am over 13 years of age.

[Create an Account](#)

## STEP 3. Access the Online Application

[Back to School Website](#) [Admissions Online](#) [Request Information](#) [Create an Account](#) [Application](#) |



1. Once your account has been created, please follow the steps listed in your Email to VERIFY your account OR
  1. Once you verified the account in your email, go to the "APPLICATION" located on the top of your screen.
2. You will then be promoted to "log in" using the credentials you created on the previous slide.

### Log In

Please enter your username and password.

**Username \***


**Password \***

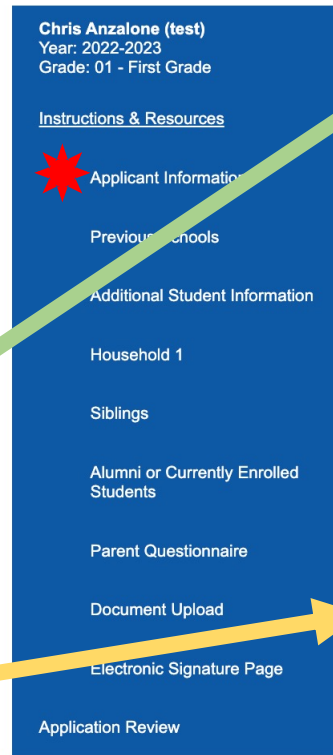
[Log In](#)

[Forget your password?](#)

[Create an Account](#)

# STEP 4. Online Application

1. Once you enter the online application, please make sure to:
  1. Read the instructions and resources:
  2. Familiarize yourself with your Navigation panel:
2. PLEASE make sure to have the following in your possession to upload during your application process!
3. To move to the next screen please click on "Save and Next" on the bottom of the screen OR click on the "Applicant Information"  section of the navigation panel.



## Instructions & Resources

Welcome to St. Peter Claver Catholic School's Online Application. We have designed our online application process to make applying as simple as possible.

### Instructions

Please complete the Online Application forms listed in the left menu, beginning with the **Applicant Information** form.

Feedback will be provided throughout the process to help you complete the application. A yellow caution sign will appear in the menu next to forms that are missing required information. If a form contains all required information, a green check mark will appear next to the form's menu item.

You can review the entire application at any time by selecting the **Application Review** item on the left menu. From here, you will also be able to print a PDF of the application in its current state.

After you have completed the application, a **Submit Application and Make Payment** form will appear. Please follow the instructions that will be provided to submit the application.

### Application Checklist

In order to complete the application process, please complete the checklist items listed below, including submission of all supplemental application forms.

- Submit completed Online Application
- Submit the following:
  - Birth Certificate
  - Current Report Card
  - [Student Record Release Permit](#) (PLEASE click on this link to download the form, print and complete, and then upload to the "Document Upload" section.
    - Student Record Release Permit is a required step.
- Submit application payment (non-refundable) to process your online Application.

### Registration and Enrollment

After receiving acceptance notification, parents will be provided information necessary to complete the admissions process.

### Admissions Status Tracking



After your application is submitted, you will be able to print the completed application and required supplemental forms, track online your progress through our admissions process, monitor when the school has received the required supplemental application forms and, if necessary, reprint the supplemental forms. To view your application status, please use your username and password to access your account.

We appreciate your interest and look forward to meeting you. If you have any questions, please feel free to contact me at 813-224-0865.

Dr. Latonya White  
Principal




# STEP 5. Applicant Information

1. Please fill out all the required fields.
2. Please make sure to scroll down and complete this entire section. 
3. To move to the next screen please click on “Save and Next” on the bottom of the screen OR click on the “Previous Schools” section of the navigation panel. 

**Chris Anzalone (test)**  
 Year: 2022-2023  
 Grade: 01 - First Grade

Instructions & Resources

[Applicant Information](#)  
 [Previous Schools](#)  
[Additional Student Information](#)  
[Household 1](#)  
[Siblings](#)  
[Alumni or Currently Enrolled Students](#)  
[Parent Questionnaire](#)  
[Document Upload](#)  
[Electronic Signature Page](#)  
[Application Review](#)

## Applicant Information

Please fill in the following fields about the **applicant** as thoroughly as possible.

### Student Name

Chris D Anzalone (test) [\(Change\)](#)

### Preferred Name \*

### Student Address

#### Street Address \*

#### City \*

#### Country \*

United States (USA) 

#### State \*



#### Zip \*

### Student Date of Birth \*

9/28/2017 (mm/dd/yyyy)

### Student SSN/SIN \*

### How did you hear about us?



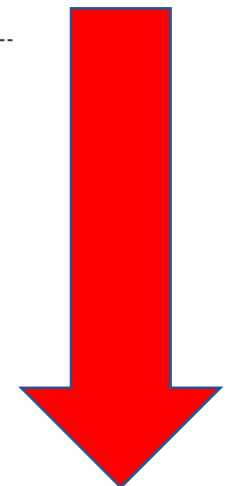
Details:

### Student Home Phone \*

### Local School District of Residence

### Local School


### District County








# STEP 6. Previous Schools


1. Please fill out all the required fields.
2. To move to the next screen please click on “Save and Next” on the bottom of the screen OR click on the “Additional Student Information” section of the navigation panel. 

**Chris Anzalone (test)**  
Year: 2022-2023  
Grade: 01 - First Grade

Instructions & Resources

 Applicant Information

[Previous Schools](#)

 Additional Student Information

Household 1

Siblings

Alumni or Currently Enrolled Students

Parent Questionnaire

Document Upload

Electronic Signature Page

Application Review

## Previous Schools

Previous school information:

Has the student previously attended another school?

☒ Yes ☐ No

### Most Recent School Attended

School Name \*

### Address

Street Address

City

State

Zip

Phone

From Date

To Date

Grade Completed \*



# STEP 7. Additional Student Information

1. Please fill out all the required fields.
2. To move to the next screen please click on "Save and Next" on the bottom of the screen OR click on the "Household 1" section of the navigation panel. \*
3. IF you have any of the following scholarships, PLEASE make sure you have a copy (digital or paper) with you to complete your application AND it is required to submit to the school.

[Back to School Website](#) [Admissions Online](#) [Application](#)

Chris Anzalone  
(Log Out)



Chris ( test) Anzalone (test)  
Year: 2022-2023  
Grade: PreK3 - Early Childhood 3

Instructions & Resources

Applicant Information

Previous Schools

Additional Student Information

Household 1 \*

Siblings

Alumni or Currently Enrolled Students

Parent Questionnaire

Document Upload

Electronic Signature Page

Application Review

## Additional Student Information

2022-22 Student Enrollment Information: Transport-next school year

\*

Does this applicant have a support plan, IEP, or 504 plan?

\* ☐ Yes ☐ No



Is this **applicant** currently enrolled in School Readiness and receiving services from the Early Learning Coalition for Hillsborough County for School Readiness. If the answer is yes, please provide a copy of the Payment Certificate form ELC.HC.

\* ☐ Yes ☐ No

Have you completed a scholarship application for Step Up, FES or other state scholarship?

\* ☐ Private School Scholarship (Step Up) ☐ Florida Empowerment ☐ Scholarships for Special Needs Students (McKay)  
☐ FES-US Scholarship Works (Gardner) ☐ Other ☐ No Scholarship

# STEP 8. Household 1

1. Please fill out all the required fields.
2. Please make sure to scroll down and complete this entire section. 
3. To move to the next screen please click on “Save and Next” on the bottom of the screen OR click on the “Siblings” section of the navigation panel. 



Chris Anzalone (test)  
Year: 2022-2023  
Grade: 01 - First Grade

Instructions & Resources

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- Household 1
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- Alumni or Currently Enrolled Students
- Parent Questionnaire
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- Application Review

## Household 1

Jump to >

Please answer the following questions about the applicant's **primary** custodial household. This is the household the student lives in for the majority of the week. If shared custody, please provide only one official primary address.

## Household 1

### Home Address [Copy From Applicant](#)

Street Address \*

City \*

Country \*

State \*

Zip \*

Home Phone \*

First Parent / Guardian

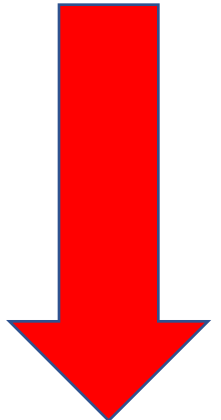
Second Parent / Guardian  
(leave blank if not applicable)

Last Name \*


Last Name \*

First Name \*

First Name \*



# STEP 9. Siblings

1. Please fill out all the required fields.
2. To move to the next screen please click on “Save and Next” on the bottom of the screen OR click on the “Alumni or Currently Enrolled Students” section of the navigation panel. 






[Back to School Website](#) [Admissions Online](#) [Application](#)

Logged in as  
**Christopher Anzalone**  
([Log Out](#)) [Edit My Profile](#)



**Chris Anzalone (test)**  
Year: 2022-2023  
Grade: 01 - First Grade

Instructions & Resources

-  Applicant Information
-  Previous Schools
-  Additional Student Information
-  Household 1
-  Siblings

Alumni or Currently Enrolled  
Students

Parent Questionnaire

Document Upload

Electronic Signature Page

Application Review


## Siblings

Sibling(s) information

**Does the applicant have any siblings?**

☐ Yes ☒ No

# STEP 10. Alumni or Currently Enrolled Students

1. Please fill out all the required fields.
2. To move onto the next screen please click on “Save and Next” on the bottom of the screen OR simple click on the “Parent Questionnaire” section of the navigation panel. 








[Back to School Website](#) [Admissions Online](#) [Application](#)

Logged in as  
**Christopher Anzalone**  
([Log Out](#)) [Edit My Profile](#)



**Chris Anzalone (test)**  
Year: 2022-2023  
Grade: 01 - First Grade

Instructions & Resources


-  Applicant Information
-  Previous Schools
-  Additional Student Information
-  Household 1
-  Siblings
-  Alumni or Currently Enrolled Students
-  Parent Questionnaire
- Document Upload
- Electronic Signature Page

## Alumni or Currently Enrolled Students

Does the applicant have any other relatives who currently attend, have attended or have graduated from St. Peter Claver Catholic School?

☐ Yes ☒ No








# STEP 11. Parent Questionnaire

1. Please fill out all the required fields.
2. To move to the next screen please click on “Save and Next” on the bottom of the screen OR click on the “Document Upload” section of the navigation panel. 



Chris Anzalone (test)  
Year: 2022-2023  
Grade: 01 - First Grade

## Instructions & Resources

-  Applicant Information
-  Previous Schools
-  Additional Student Information
-  Household 1
-  Siblings
-  Alumni or Currently Enrolled Students
- [Parent Questionnaire](#)
-  Document Upload
- Electronic Signature Page
- Application Review

## Parent Questionnaire

Are there any other individuals who may have access to this **applicant's** record?

\* ☐ Yes ☐ No

Please select one of the following to indicate the **applicant's** scholarship status.

\*

During the school year, St Peter Claver Catholic School may produce or participate in videotape, motion picture, audio recording, or still productions that involve the use of student's names, likenesses, or voices. Such productions may be used for educational or exhibition purposes by St Peter Claver Catholic School and the Diocese of St Petersburg in perpetuity and may be copied, copyrighted, edited, and/or distributed by St Peter Claver Catholic School and the Diocese in perpetuity unless said consent is revoked in writing.

News media, including representatives of television, radio, newspapers, and magazines are also often permitted on school property and may take notes, still photos, sound recordings and/or moving pictures that may include your child. These items may be used in news or feature stories by print, television, or radio media.

You have the right to object to the use of your child's name, picture, or voice in these productions and may do so by completing this form. If you have any questions, please contact the school office at 813-224-0865. The form is to be renewed at the beginning of each school year unless rescinded in writing.

### Media Release

Please select Yes to give or No to not give consent for St Peter Claver Catholic School and the Diocese to use the name, portrait, or other likeness of my child for the St Peter Claver Catholic School and Diocese website, news releases, media, and promotional activities.

\* ☐ Yes ☐ No

Please choose yes to give permission or no to withhold permission for the applicant to walk to St. Peter Claver Catholic Church and/or the Robert W. Saunders, Sr. Public Library

\* ☐ Yes ☐ No



# STEP 12. Document Upload

1. Please fill out all the required fields.
  - Required by all:
  - Required by ALL K-8 &
  - Ec3/VPK4 if applicable
  - FOR ALL K-8, please download this form, scan it, and then upload it here:

Chris Anzalone (test)  
Year: 2022-2023  
Grade: 01 - First Grade

Instructions & Resources

- ! Applicant Information
- ! Previous Schools
- ! Additional Student Information
- ! Household 1
- ✓ Siblings
- ✓ Alumni or Currently Enrolled Students
- ! Parent Questionnaire
- Document Upload
- ★ Electronic Signature Page
- Application Review

## Document Upload

### Birth Certificate

\*  No file chosen

### Current Report Card is required for:

#### All K-8th Applications

#### Ec3 or VPK4 may include any assessments

No file chosen

### Student Record Release Permit - For K-8th applicants ONLY

1. PLEASE download this form
2. PLEASE fill this form out completely
3. PLEASE UPLOAD this form in the "Document Upload" section

No file chosen

2. To move to the next screen please click on "Save and Next" on the bottom of the screen OR click on the "Electronic Signature Page" section of the navigation panel.





# STEP 13. Electronic Signature Page

1. Please fill out all the required fields.
2. To move to the next screen please click on “Save and Next” on the bottom of the screen OR click on the “Application Review” section of the navigation panel.



Chris Anzalone (test)  
Year: 2022-2023  
Grade: 01 - First Grade

#### Instructions & Resources

- ! Applicant Information
- ! Previous Schools
- ! Additional Student Information
- ! Household 1
- ✓ Siblings
- ✓ Alumni or Currently Enrolled Students
- ! Parent Questionnaire
- ! Document Upload

[Electronic Signature Page](#)

[Application Review](#)

## Electronic Signature Page

We now accept electronic signatures. Please use the electronic signature statements to forward your application.

### Electronic Signature

The electronic signatures below and their related fields are treated by St. Peter Claver Catholic School like a physical handwritten signature on a paper form.

### Agreements

My signature below affirms that all of the information contained in this application is correct, complete, and honestly presented. I understand that withholding or misrepresenting information in this application may jeopardize my child's admission.

**By signing this page at the bottom, you authorize, St. Peter Claver Catholic School to request student records from your child's current school. Completion of this step and your signature authorization is required to complete the online Application.**

\* ☐ Signature

Name:   
Date: 3/21/2022

☐ Check for electronic signature

Name:   
Date: 3/21/2022

### Release of Records

I waive my right to access confidential information contained in my child's admission file.



☐ Check for electronic signature

Name:   
Date: 3/21/2022





# STEP 14. Application Review

1. Please fill out all the required fields.
2. Please make sure to scroll down and complete this entire section. 
3. To move to the next screen please:
  1. Make sure all REQUIRED Fields have been filled (you may need to go back to previous sections.
  2. \*\* If the Yellow “!” is present, that means you must go back and complete the required fields. 

Chris Anzalone (test)  
Year: 2022-2023  
Grade: 01 - First Grade

Instructions & Resources

!

Applicant Information

!

Previous Schools

!

Additional Student Information

!

Household 1

✓

Siblings

✓

Alumni or Currently Enrolled Students

!

Parent Questionnaire

!

Document Upload

!

Electronic Signature Page

Application Review

## Application Review

You have filled out all 10 forms. 3 of them are complete. 7 of them are missing information.

Review your information below. Use the links on the left to make any necessary changes.



Enter the next form: [Applicant Information](#)

## Applicant Information

Student Name:	Chris D Anzalone (test)
Preferred Name:	Required
Street Address:	Required
City:	Required
State:	Required
Country:	USA
Zip:	Required
Student Date of Birth:	9/28/2017
Student SSN/SIN:	Required
How did you hear about us?	
Student Home Phone:	Required
Local School District of Residence:	
Local School:	
District County:	
District State:	
Gender:	
Student Ethnicity:	
Student Race:	
Student Citizenship:	
Primary Language Spoken at Home:	
Birth City:	
Birth State:	
Birth Country:	
Photo:	

## Previous Schools

# STEP 15. Submit Application and Make Payment



1. Once you have successfully COMPLETED the Application Review:

2. The Submit Application and Make payment screen will appear.

3. Breakdown:

- Select \$25 for 1<sup>st</sup> application if you have 1 child or you are submitting your 1<sup>st</sup> child's application.
- Cost of \$20 will be required for any additional children.

**Chris Anzalone (test)**  
Year: 2022-2023  
Grade: 01 - First Grade

Instructions & Resources

- ✓ Applicant Information
- ✓ Previous Schools
- ✓ Additional Student Information
- ✓ Household 1
- ✓ Siblings
- ✓ Alumni or Currently Enrolled Students
- ✓ Parent Questionnaire
- ✓ Document Upload
- ✓ Electronic Signature Page
- ✓ Application Review & Submission
- ! [Submit Application & Make Payment](#)

## Submit Application & Make Payment

### Chris Anzalone (test)

When this application is completed you will be prompted to make the application payment. Once the application is submitted and payment has been received, the information will be reviewed and processed by the admissions team.

If you are having difficulty with the application payment, please contact Mr. Chris Anzalone: [advancement@spccs.org](mailto:advancement@spccs.org)

The submission of this application requires an online payment. The application fee is as follows:

Select the appropriate amount:

- ☐ First Application Submitted: \$25.00
- ☐ Second Application Submitted: \$20.00
- ☐ Third Application Submitted: \$20.00
- ☐ Fourth or More Applications: \$20.00

[Submit Application & Make Payment](#)

Thank you for completing the new student application. You may track progression of the application by logging into your account.

# STEP 16. Payment for Application

1. When you submit your application the next step is to complete the Payment for Application.
2. When payment has been processed, your application will be SENT to the school!

\*Payment of \$25 covers the services of the website used for our online application. This \$25 cost is non-refundable.

## Make A Payment

1

Contact Information

2

Payment Method

3

Receipt

### Contact Information

First Name

This field is required

Last Name

This field is required

E-mail Address 1

This field is required

[Add another e-mail address](#)

### Charges

Application Fee	\$25.00
<hr/>	
Total	\$25.00

[Details](#)

[Cancel](#)

Next - Payment Method

# STEP 17. Make a Payment

1. Please make sure to enter all fields correctly.

1. Please make sure you read the Payment Method Disclosure.

## Make A Payment

1 Contact  
Information

2 Payment  
Method

3 Receipt

### Credit / Debit Card Details

All fields are required.

Card Number 

Account Holder Name

Expiration Date

Month  Year

### Billing Address

\*Country

\*Address

[Add Another Line](#)

\*City

\*State

\*Zip / Postal  
Code

### Payment Method Disclosure

The following processing fees apply:

- Credit Card - up to 2.85%
- Debit Card - up to 2.85%

Card transactions for St Peter Claver Catholic School are processed by FACTS Management Company, USA.

# 18. Submit a payment

1. When you are at this screen, please make sure to verify your payment type.

2. Please read the Payment Method Disclosure.

3. Click "Pay"

## Make A Payment

1

Contact  
Information

2

Payment  
Method

3

Receipt

Payment Method

☒ VISA ending in 5374

or [Add a New Account](#)

FACTS Returned Payment Fee Policy

Payment Method Disclosure

The following processing fees apply:

- Credit Card - up to 2.85%
- Debit Card - up to 2.85%

Card transactions for St Peter Claver Catholic School are processed by FACTS Management Company, USA.

Total Amount

Application Fee	\$25.00
Service Fee	\$0.71

Total **\$25.71** [Details](#)

A transaction receipt will be sent to: dsfsd@gmail.com. [Add another e-mail address](#)

Authorization

By clicking the Pay Now button, you authorize FACTS on behalf of St Peter Claver Catholic School to process this payment from the financial account identified above.  
**This is an immediate payment and cannot be canceled.**

[Cancel](#)

[Pay \\$25.71 Now](#)

# 19. Receipt

Congratulations! You have successfully submitted:

1. Your online application
2. Payment for your application
3. What next? The school will contact you regarding a family interview / student assessment once your entire application has been reviewed.



## Application Submitted

Your application has been submitted. You will receive an email from the school once they review and accept the application into their applicant pool.

Once the application has been accepted, you may review the status here at [Application](#). This will provide feedback on the status of other information required by the school as listed on the Admission Checklist.