



How was inquiry received?

- In-person Email
 Phone call Open House

Date inquiry received: _____

Staff member completing form: _____

Parent/Guardian Information

First and Last Name _____

Phone number _____ Email _____

Street address _____

City, State, Zip Code _____

Student Information *(add additional students on back of form)*

Child's first and last name _____

Current Grade and School _____

Date of Birth _____ Desired Start *(i.e., Fall 2026)* _____

How did you hear about our school?

Circle One: *friend/family, parish, social media, event, Google search, other*

What interests you most about our school? _____

Has your family visited the school before? YES _____ NO _____

Any special interests or needs we should be aware of? (optional)

NEXT STEPS

Action	Date	Time	By Whom <i>(staff initials)</i>	Notes
Initial Follow-Up Completed				
Tour Scheduled for				
Tour Follow-up				
Invited to Open House				
Open House Follow-up				
"Spend the Day" Scheduled for				
"Spend the Day" Follow-up				
Application Sent				
Application Received on				
Acceptance Letter Sent on				
Enrollment Paperwork Received				
Enrollment Deposit Received				

Notes:
