



St. Anthony of Padua Sacramental Preparation First Communion and First Reconciliation Requirements for Registration

Parents,

Welcome to St. Anthony of Padua Sacramental Preparation Program. Please complete EACH Registration Requirement step listed below in order to register your child for 1st Reconciliation and 1st Communion. **REGISTRATION IS NOT COMPLETE UNTIL ALL STEPS HAVE BEEN SATISFIED.** We look forward to partnering with you and your child in preparing them to receive these precious sacraments.

St. Anthony of Padua Sacramental Preparation Department

Registration Requirements – DUE SEPTEMBER 2, 2016

- **Step 1: Did your child complete their 2015-2016 Faith Formation Year?**

**Note: This was completed through St. Anthony of Padua's Faith Formation Program, St. Anthony of Padua Catholic School, or another Catholic Parish or School.*

- If yes and your child completed their Faith Formation year at St. Anthony of Padua, continue to Step 2.
- If yes and your child completed their Faith Formation year at a Catholic Parish or School other than St. Anthony of Padua, please attach a letter from that Parish or School stating that formation was completed and then continue to Step 2.
- If no, please understand that the Sacramental Preparation Program at St. Anthony of Padua is a 2 year program. The first year is grade-level religious education. Please register your child for grade level faith formation at www.STAOPTW.org beginning August 5th. Once this grade level year is complete, your child is eligible to register in the Sacramental Preparation Program.

- **Step 2: Update your Paduan Portal account on our Parish website.**

- If you do not have a Paduan Portal account, go to www.staoptw.org to create your account.

- **Step 3: Become a registered parishioner at St. Anthony of Padua.** If you are a registered parishioner continue to Step 4.

**Note: You will need to know your parishioner number for registration. If you do not know your parishioner number email f1support@staptow.org.*

- To become a registered parishioner, visit www.staoptw.org or go to the Parish Office during regular office hours.
- Not sure if you are a registered parishioner? Send an inquiry to f1support@staoptw.org.

- **Step 4: Register for Faith Formation Class beginning August 5th.**

**Note: If your child attends a Catholic School this requirement is met.*

**Note: Weekly Faith Formation class is a separate registration and program from the Sacramental Preparation Program.*

- **Step 5: Make a LEGIBLE COPY of your child's BIRTH CERTIFICATE and BAPTISMAL CERTIFICATE. YOUR CHILD WILL NOT BE ABLE TO PARTICIPATE IN THE SACRAMENTAL PREPARATION PROGRAM WITHOUT THIS DOCUMENTATION.**

**Note: These certificates must be turned in even if your child was baptized at St. Anthony of Padua.*

**Note: If you do not have a copy of the Baptismal Certificate, please contact the church of Baptism.*

- **Step 6: Complete the Sacramental Preparation Program Verification Form and attach your child's BIRTH CERTIFICATE AND BAPTISMAL CERTIFICATE as well as other necessary documentation. Turn this packet into the Parish Office for verification. This form will be available beginning AUGUST 5th, 2016 on our website under the Faith Formation/1stComm1stRecon tab under DOCUMENTS.**

**Note: After all prerequisites have been met and verified, you will be emailed a link from the Sacrament Preparation Department to complete your child's enrollment in the Sacramental Preparation Program online through the Paduan Portal.*

- **Step 7: Receive an email link from the Sacramental Preparation Department.**

- **Step 8: Click on the link to complete your child's enrollment in the Sacramental Preparation Program through your Paduan Portal account. Note: YOUR CHILD WILL NOT BE ENROLLED IN THE SACRAMENTAL PREPARATION PROGRAM UNTIL YOU HAVE COMPLETED THIS STEP AND HAVE PAID THE REGISTRATION FEE.**

Staple Baptismal and Birth Certificates HERE!

Sacramental Preparation Program Verification Form

First Reconciliation / First Communion

2016-2017

THIS FORM DOES NOT REGISTER YOUR CHILD FOR SACRAMENTAL PREPARATION.

All items on this form must be completed and **turned into the parish office no later than September 2, 2016** to be eligible to register for Sacramental Preparation.

Once these prerequisites have been met and verified, you will be sent a link via email to complete your child's registration for the Sacramental Preparation Program online.

REGISTRATION WILL CLOSE September 2, 2016

Child's Last Name: _____ First Name: _____

DOB: _____ Grade: _____ Parent's Names: _____

Primary method of contact so please print clearly:

E-mail address: _____

Best Phone Number: _____ Alternate Phone Number: _____

Home address : _____ City/State/Zip: _____

Parent Initials	Please initial each statement and complete the information required.	
	Previous Year Faith Formation Requirement – 2015-2016	
	My Child successfully completed Faith Formation at St. Anthony of Padua in 2015-2016. Faith Formation session: _____ (attendance will be verified)	OR
	My child attended St. Anthony of Padua Catholic school in 2015-2016.	OR
	My child attended another Catholic School or Faith Formation at another parish and I have attached an official letter of completion from this school or parish.	
	Other Requirements	
	I have updated my Paduan Portal account or created a Paduan Portal account.	
	I am a registered parishioner of St. Anthony of Padua. Parishioner number _____	
	I have attached a LEGIBLE copy of my child's BIRTH certificate to this form.	
	I have attached a LEGIBLE copy of my child's BAPTISMAL certificate to this form.	
	Current Year Faith Formation Requirement – 2016-2017	
	My child is registered for Faith Formation at St. Anthony of Padua. Time/Session: _____ (this will be verified)	OR
	My child will attend St. Anthony of Padua Catholic School.	OR
	My child will attend a Catholic school other than St. Anthony of Padua and I have attached an official letter from this school confirming enrollment. School: _____	

I understand that this form DOES NOT register my child in the Sacramental Preparation Program. After all prerequisites are verified, I will be emailed a link to complete my child's enrollment in and pay for the Sacramental Preparation Program.

Parent Signature

Date

For Office Use: Birth Certificate attached: _____	Rqmts met: _____
Baptismal Certificate attached: _____	Date regist email sent: _____
Date Received: _____ By: _____	Regist completed: _____

