



# St. Anthony of Padua Sacramental Preparation First Communion and First Reconciliation REGISTRATION PROCESS

<b>Step 1</b>	<b>Did your child complete the 2016-2017 Faith Formation Pre-Requisite Year?</b>
<p><i>*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.</i></p> <ul style="list-style-type: none"> <li>➤ If <b>yes</b> and your child completed faith formation during the 2016-2017 academic year at St. Anthony of Padua, continue to Step 2.</li> <li>➤ If <b>yes</b> and your child completed their faith formation during the 2016-2017 academic 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.</li> <li>➤ If <b>no</b>, please understand that the one full year of faith formation is required as a pre-requisite in order to register for the Sacramental Preparation Program at St. Anthony of Padua. Please register your child for grade level faith formation at <a href="http://www.STAOPTW.org/registration">www.STAOPTW.org/registration</a> Once this grade level faith formation year is complete, your child is eligible to register in the Sacramental Preparation Program.</li> </ul>	
<b>Step 2</b>	<b>Update your Paduan Portal Account on our Parish Website.</b>
<p><i>*Note: If you do not have a Paduan Portal account, go to <a href="http://www.staoptw.org">www.staoptw.org</a> to create your account.</i></p>	
<b>Step 3</b>	<b>Become a Registered Parishioner at St. Anthony of Padua.</b>
<ul style="list-style-type: none"> <li>➤ If you are a registered parishioner continue to Step 4.</li> </ul> <p><i>*Note: You will need to know your parishioner number for registration. If you do not know your parishioner number, log into your Paduan Portal account. Click Update Profile. Parishioner numbers are on the bottom of the page under Website.</i></p> <ul style="list-style-type: none"> <li>➤ To become a registered parishioner, visit <a href="http://www.staoptw.org">www.staoptw.org</a> or go to the Parish Office during regular office hours.</li> <li>➤ Not sure if you are a registered parishioner? Send an inquiry to <a href="mailto:f1support@staoptw.org">f1support@staoptw.org</a></li> </ul>	
<b>Step 4</b>	<b>Register for a 2017-2018 Faith Formation Class.</b>
<p><i>Note: During the Sacramental Preparation Program Year, your child is required to attend BOTH weekly Faith Formation Class AND the Sacramental Preparation Program Sessions.</i></p> <p><i>Note: If your child attends a Catholic School this requirement is met.</i></p> <p><i>Note: If your child attends a Catholic School other than St. Anthony of Padua Catholic School, please attach a confirmation of enrollment.</i></p> <p><b><i>*Weekly Faith Formation class is a separate registration and program from the Sacramental Preparation Program.</i></b></p>	
<b>Step 5</b>	<b>Make a LEGIBLE COPY of your child's BIRTH CERTIFICATE and BAPTISMAL CERTIFICATE.</b>
<p><b>YOUR CHILD WILL NOT BE ABLE TO PARTICIPATE IN THE SACRAMENTAL PREPARATION PROGRAM WITHOUT THIS DOCUMENTATION.</b></p> <p><i>*Note: These certificates must be turned in even if your child was baptized at St. Anthony of Padua.</i></p> <p><i>*Note: If your child's Baptismal Certificate is in another language other than English, you must complete the Baptismal Certificate Translation Form. This form can be found at <a href="http://www.staoptw.org/sacprep">www.staoptw.org/sacprep</a>.</i></p> <p><i>*Note: If you do not have a copy of the Baptismal Certificate, please contact the church of Baptism.</i></p>	
<b>Step 6</b>	<b>Complete the Sacramental Preparation Program Verification Form and <u>attach your child's BIRTH CERTIFICATE AND BAPTISMAL CERTIFICATE as well as other necessary documentation. Turn this packet into the Parish Office for verification OR upload the forms online for verification.</u></b>
<p><i>Note: This form is available on our website <a href="http://www.staoptw.org/sacprep">www.staoptw.org/sacprep</a> under DOCUMENTS.</i></p> <p><i>Note: To Upload forms go to our website <a href="http://www.staoptw.org/sacprep">www.staoptw.org/sacprep</a> and click on the green UPLOAD FORMS button.</i></p>	
<b>Step 7</b>	<b>Receive an EMAIL LINK from the Sacramental Preparation Department</b>
<p><i>Note: The Sacramental Preparation Department will begin reviewing the Sacramental Preparation Verification Forms beginning August.</i></p>	
<b>Step 8</b>	<b>Click on the emailed link to complete your child's enrollment in the Sacramental Preparation Program through your Paduan Portal account.</b>
<p><b>YOUR CHILD WILL NOT BE ENROLLED IN THE SACRAMENTAL PREPARATION PROGRAM UNTIL YOU HAVE COMPLETED THIS STEP AND HAVE PAID THE REGISTRATION FEE.</b></p>	

Staple Required  
Documents HERE!

2017-2018

# Sacramental Preparation Program Verification Form

First Reconciliation / First Communion

REGISTRATION WILL CLOSE ON SEPTEMBER 1<sup>ST</sup>, 2017

Child's Last Name:		First Name:	
DOB:	Parent's Name(s):		
Grade Entering for 2017-2018:			
<i>Primary method of contact so please print clearly</i>			
E-mail address:			
Best Phone Number:		Alternate Phone Number:	
Home Address:		City/Zip:	

Parent Initials	<b>Please CAREFULLY read each statement below and initial each statement that applies. Complete the information required.</b>					For Office Use
<b>Pre-Requisite Faith Formation Year Requirement – 2016-2017</b>						
	My Child successfully completed Faith Formation at St. Anthony of Padua in 2016-2017. Faith Formation session: _____ (attendance will be verified) OR					
	My child attended St. Anthony of Padua Catholic School in 2016-2017. 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.					
<b>Current Year Faith Formation Requirement – 2017-2018</b>						
	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: _____ OR					
	I have completed my child's registration in one of the following Faith Formation Programs at St. Anthony of Padua. <b>NOTE: Faith Formation Programs are a SEPARATE REGISTRATION from the Sacramental Preparation Program</b> <i>Please circle which Faith Formation Program your child is enrolled for the 2017-2018</i>					
Elementary Faith Formation Time/Session:	Elementary Homeschool Faith Formation	Anchor	EDGE	LifeTeen	Amazing Grace	
<b>Other Requirements</b>						
	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 <b>BIRTH certificate</b> to this form.					
	I have attached a LEGIBLE copy of my child's <b>BAPTISMAL certificate</b> to this form.					

**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