



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

Parents,

Welcome to St. Anthony of Padua Sacramental Preparation Program. Please complete EACH 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

Step 1	Did your child complete the 2016-2017 Faith Formation Year?
<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"> ➤ If <u>yes</u> and your child completed their Faith Formation year at <u>St. Anthony of Padua</u>, continue to Step 2. ➤ If <u>yes</u> and your child completed their Faith Formation year at a Catholic Parish or School other than <u>St. Anthony of Padua</u>, please attach a letter from that Parish or School stating that formation was completed and then continue to Step 2. ➤ If <u>no</u>, 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 July 10th. 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.
<p><i>*Note: If you do not have a Paduan Portal account, go to www.staoptw.org to create your account.</i></p>	
Step 3	Become a Registered Parishioner at St. Anthony of Padua.
<ul style="list-style-type: none"> ➤ If you are a registered parishioner continue to Step 4. <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"> ➤ 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 July 10th.
<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><i>*Weekly Faith Formation class is a separate registration and program from the Sacramental Preparation Program.</i></p>	
Step 5	Make a LEGIBLE COPY of your child's BIRTH CERTIFICATE and BAPTISMAL CERTIFICATE.
<p style="background-color: yellow;">YOUR CHILD WILL NOT BE ABLE TO PARTICIPATE IN THE SACRAMENTAL PREPARATION PROGRAM WITHOUT THIS DOCUMENTATION.</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 you do not have a copy of the Baptismal Certificate, please contact the church of Baptism.</i></p>	
Step 6	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.</u>
<p><i>Note: This form will be available beginning July 10 on our website under the Faith Formation/1stComm1stRecon tab under DOCUMENTS.</i></p> <p><i>*Note: After all prerequisites have been met and verified, you will be emailed a link from the Sacramental Preparation Department to complete your child's enrollment in the Sacramental Preparation Program online through the Paduan Portal.</i></p>	
Step 7	Receive an EMAIL LINK from the Sacramental Preparation Department
<p><i>Note: The Sacramental Preparation Department will begin reviewing the Sacramental Preparation Verification Forms beginning August.</i></p>	
Step 8	Click on the emailed link to complete your child's enrollment in the Sacramental Preparation Program through your Paduan Portal account.
<p style="background-color: yellow;">Note: YOUR CHILD WILL NOT BE ENROLLED IN THE SACRAMENTAL PREPARATION PROGRAM UNTIL YOU HAVE COMPLETED THIS STEP AND HAVE PAID THE REGISTRATION FEE.</p>	

2017-2018

Sacramental Preparation Program Verification Form

First Reconciliation / First Communion

REGISTRATION WILL CLOSE ON SEPTEMBER 1ST, 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	Please CAREFULLY read each statement below and initial each statement that applies. Complete the information required.	For Office Use				
Previous Year Faith Formation Requirement – 2016-2017						
	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.					
Current Year Faith Formation Requirement – 2017-2018						
	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. NOTE: Faith Formation Programs are a SEPARATE REGISTRATION from the Sacramental Preparation Program <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	
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.					

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