



**ST. MARK Catholic School**  
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## NEW FAMILY FREQUENTLY ASKED QUESTIONS

Following is a list of questions regarding “next steps” for new families in the admissions process.

**1. When do we find out about tuition payments?**

- *ST. MARK* School uses the FACTS tuition management plan (<https://factsmgt.com/>). In June, Mr. Tim O'Connor, parish office manger, will put the family informaiton into the FACTS system and you will receive an email prompt from FACTS. At that time, you may complete the enrollment process by creating a login. You may select a payment plan at that time, as well.

**2. How do I purchase uniforms?**

- School uniforms may be purchased at Lands End (<http://www.landsend.com/>). Click on the “School” button and then the “Find your School” and and be sure to choose *ST. MARK* School in Vienna, VA. You may also try Flynn & O'Hara (<https://www.flynnohara.com/>) which has a store, locally, at 9650 Main St, Fairfax, VA. Supplemental used uniform pieces may be purchased at the *Ice Cream Social*, which is held the Friday before the first day of school.

**3. How do I become a volunteer in my child's class?**

- The first requirement is to complete the Virtus training class. A course will be offered at *ST. MARK* on Wednesday, June 15, at 6:30 pm. Additional classes are available across the Diocese. The sooner you take the class and get the process going, the sooner the approval will come. You may go online to register at: <https://www.virtusonline.org/>. In addition, you must contact Tim O'Connor, in the parish office, to complete the paperwork for a background check. The background check portion of the process can take months, so please start the process early!

**4. What health forms are required?**

- We must have the completed VA State School Health Entrance Form (found on our Website at: <http://www.stmark.org/school/prospective-families/admissions/>) prior to the first day of school. This requires the doctor to sign a portion of the form, so get your appointment early! You may send the form to *ST. MARK* School, to the attention of Ms. Tierney, or give the completed form to our school nurse at the *Ice Cream Social*, on the Friday prior to the start of school. Students will not be allowed to attend class without the completed form.
- FOR STUDENTS WITH ALLERGIES: you will need the forms for over the counter medication administration, allergy action plan and the epipen form signed by your doctor. These can all be found on our website at [stmark.org](http://stmark.org) under current families. On the right hand side you will see a button for “nurse’s corner.” It will take you to the Arlington diocese forms page where you can print off all of the necessary forms.

**5. Who can I call?**

- Ms. Tierney is always available to answer questions at 703-766-3441 or [mtierney@stmark.org](mailto:mtierney@stmark.org). You will also be hearing from a “Mentor Family” who can answer specific grade-level questions and tell you the “ins and outs” of life at *ST. MARK*. In the meantime, you may direct questions to Mrs. Karen Bray, [karen@brayteam.com](mailto:karen@brayteam.com).

**6. What are the important dates and where is the school calendar? You can find the complete parent calendar on our Website.**

- Friday, August 26, 2:30 p.m. – New Family Orientation; Msgr. Cassidy Activities Center
- Friday, August 26, 3:00 p.m. – *Ice Cream Social*
- Monday, August 29 – 1<sup>st</sup> day of school, graded K-8
- Wednesday, August 31- Pre-school 3- and 5- day program, SNEAK PEAK; 8:40-9:30 a.m.
- Thursday, September 1 - Pre-school 2- day program, SNEAK PEAK; 8:40-9:30 a.m.

**Be sure to check our website for other important information!**