

SETON HALL PREPARATORY SCHOOL



Class of 2021 Registration Process

Welcome to Seton Hall Prep! We are very pleased that you have decided to enroll with us for next September. There are several forms to be completed along with a \$1,575.00 deposit. Completing the following steps will ensure a successful registration. If you will be writing a check, ***please make sure that the student's name is on the check.*** Please print all of your information on all of the forms.

STEP 1) Please complete the forms listed below:

- | | |
|--|---|
| 1. New Student Data Sheet | (fill out completely) |
| 2. Busing Interest Form | (fill out only if you would like more information about our train shuttle or private busing program) |
| 3. BGT Transportation Form for Reimbursement | (fill out completely) |
| 4. Textbook Loan Form | (only fill out lines with asterisks) |
| 5. SHP Billing Information | (fill out completely) |

You are welcome to complete the **Gym and Uniform Shirt Order** form as well. Sample shirts will be available for your son to try on at Registration before finalizing your selection.

STEP 2) Bring *all* forms to Registration on Saturday, February 4 between 9 am and 12 pm.

Members of the Seton Hall Prep faculty, staff, and administration will be available to assist you should you have any questions regarding any portion of the forms. Please be sure to complete the "Billing Information Form" **before** getting in line at the finance table. If you plan on writing a check for today's \$1,575.00 deposit, please have it fully written out and made payable to "Seton Hall Prep." You may also use a credit card for your deposit today. Visa, MasterCard, Discover, and American Express will be accepted for all payments for a 2.5% convenience fee based upon the total amount charged.

STEP 3) Before leaving, please turn in the completed forms at the Dining Hall exit and don't forget your back pack and car magnet!

Congratulations!

You and your son are now officially members of the Seton Hall Prep Family.

SETON HALL PREPARATORY SCHOOL

TUITION PLAN OPTIONS

The tuition for 2017-2018 will be \$16,800.00, plus an activities fee of \$650, a technology fee of \$300, and a book fee of \$500. Payments may be made via cash or check at no additional charge. **Visa, MasterCard, Discover, and American Express will be accepted for all payments for a 2.5% convenience fee based upon the total amount charged.**

Please note that Seton Hall Prep is currently transitioning to a new online billing system. This system will be in place and fully functional in the spring of 2017. Full details will be forwarded to you as they become available.

➤ HEADMASTER'S ADVANCED PAYMENT PLAN

The Headmaster encourages any parents or guardians, who are willing and able to help The Prep, to pay in full by July 15, 2017. You will receive one bill for this plan for the full tuition and fees. The choice of this plan will result in a \$250 discount from your bill.

➤ TEN PAYMENT PLAN

There is no surcharge for the use of this plan. Once the new online bill pay system is in place, statements will be available online at any time. The ten monthly payments, July 2017 – April 2018, must be made by the 15th of the billing month in order to avoid a 1.5% finance charge.

SETON HALL PREPARATORY SCHOOL

NEW STUDENT DATA



Student's Legal Name: [print all information]

First name _____ Last name _____ Middle name _____

Date of Birth [mm/dd/yy] _____

Home phone _____ Parent cell _____ Parent cell _____

Electives:

➤ Choice of Foreign Language for freshman year:

- Italian Spanish Mandarin Chinese
 Latin (honors English students or students who have previously studied Latin)

In which grades has the student previously studied the above language?

- 6th 7th 8th none

➤ Concert Band/PhysEd Elective Choice Band PhysEd

If Concert Band is the selection, indicate the instrument played, with the understanding that string instruments and piano will not be options.

I have been playing _____ for ____ years.
 [instrument, excluding guitar, string and piano]

Intercultural Survey: We are required to collect the following data on our student body in order to complete summary reports for NJAIS and The Archdiocese of Newark. This information will only be used for summary data on school population.

	RELIGION [check one]		RACE IDENTIFICATION [check one]	Explanation
<input type="checkbox"/>	Catholic	<input type="checkbox"/>	Asian	Identifies as having origins in Far East, S.E. Asia the Indian subcontinent: (China, Vietnam, Korea, Pakistan, Philippines, Thailand, etc.)
<input type="checkbox"/>	Protestant	<input type="checkbox"/>	Black	Identifies as black, whether from the United States, Africa or other parts of the world.
<input type="checkbox"/>	Buddhist	<input type="checkbox"/>	Two or more races	Identifies as belonging to more than one racial group.
<input type="checkbox"/>	Muslim	<input type="checkbox"/>	Native Alaskan/American Indian	Identifies as one of the two classifications of Native Americans
<input type="checkbox"/>	Jewish	<input type="checkbox"/>	Native Hawaiian/Pacific Islander	Includes native Hawaiians (not non-Hawaiian residents of Hawaii) and other Pacific Islands- Guan, Fiji, Micronesia, Polynesia, Samoa.
<input type="checkbox"/>	Hindu	<input type="checkbox"/>	White	Caucasian from any part of the world that does not identify as one of the other groups.
				<input type="checkbox"/> The US Census classifies "Hispanic" as an "ethnicity," so families should be included in a "Race" category above. The concept of race is separate from ethnicity. Should you identify as Ethnic Hispanic, please select a race from the middle column and check here.

SETON HALL PREPARATORY SCHOOL

BUSING INTEREST



[print all information]

- Interested in SHP busing to your town
 Interested in SHP Shuttle to Mountain Station in South Orange

Please complete this form *if* you are interested in Seton Hall Prep's busing service to your town or our shuttle service to Mountain Station in South Orange. We will send you more information at the end of June. Completing this form does not obligate you to use either service. Our town busing program includes options for full service, morning service or afternoon service. We also run a shuttle service for train users both to and from Mountain Station in South Orange.

Student information

Student's last name _____ first name _____ m.i _____

Address- street number _____ street _____ apt# _____

City/town _____ state _____ zipcode _____

Primary phone# [] _____

Student's Grade Level 2017-2018

- 9 10 11 12

Nearest MAJOR intersection: _____

TOWNS THAT PROVIDE BUSING					
East Hanover	Florham Park	Maplewood	South Orange	Whippany	
TOWNS THAT PROVIDE REIMBURSEMENT					
Basking Ridge	Convent Station	Harding	Morris Plains	Pompton Plains	Warren
Belleville	Cranford	Iselin	Morristown	Rahway	Wayne
Berkeley Heights	Denville	Kinnelon	Mountainside	Randolph	West Milford
Bernards	Edison	Lincoln Park	Mountain Lakes	Rockaway	West Caldwell
Bloomfield	Elizabeth	Linden	Newark	Roseland	Westfield
Boonton	Elmwood Park	Little Falls	North Bergen	Scotch Plains	West Orange
Caldwell	Essex Fells	Livingston	North Caldwell	Short Hills	Woodland Park
Cedar Grove	Fairfield	Madison	Parsippany	Springfield	Winfield
Cedar Knolls	Fanwood	Mendham	Paterson	Succasunna	Woodbridge
Chatham	Garwood	Millburn	Pequannock	Totowa	Woodridge
Clark	Gillette	Montclair	Pine Brook	Towaco	
Clifton	Glen Ridge	Montville	Plainfield	Union	
TOWNS THAT DO NOT PROVIDE REIMBURSEMENT					
Clinton	Irvington	Nutley	Rutherford		
East Orange	Kearny	Old Bridge	Summit		
East Rutherford	Kenilworth	Orange	Verona		
Garfield	Lyndhurst	Passaic			
Harrison	New Providence	Roselle			
Hillside	North Arlington	Roselle Park			

Families that intend on having their sons take the **NJ Transit Train** to and from school each day, must use Seton Hall Prep's shuttle bus which runs once in the morning from Mountain Station in South Orange and three times in the afternoon to Mountain Station in South Orange. Families can obtain a monthly NJ Transit Train pass from NJ Transit in September.

(B6T) APPLICATION FOR PRIVATE SCHOOL TRANSPORTATION

Please submit a separate application for each child to the private school

SCHOOL YEAR 2017/2018 RESIDENT DISTRICT BOARD OF EDUCATION _____

STUDENT'S NAME _____ DATE OF BIRTH _____
LAST FIRST MIDDLE MONTH DAY YEAR

PARENT OR GUARDIAN _____ DAYTIME PHONE _____
AREA CODE + NUMBER

HOME ADDRESS _____ CITY or TWP _____ ZIP _____

NEAREST INTERSECTION TO STUDENT'S RESIDENCE _____

MAILING ADDRESS _____ ZIP _____

FULL NAME OF SCHOOL TO BE ATTENDED Seton Hall Preparatory School PHONE 973.325.6638

ADDRESS OF SCHOOL 120 Northfield Avenue, West Orange, New Jersey 07052

STUDENT'S GRADE FOR THE COMING YEAR _____ SHORTEST ONE-WAY MILEAGE BETWEEN HOME AND SCHOOL _____ (MEASURED VIA THE SHORTEST ROUTE ALONG PUBLIC ROADWAYS OR WALKWAYS IN MILES AND TENTHS)

DATE SCHOOL OPENS 9/7/17 CLOSSES 6/12/18 SCHOOL HOURS FROM 8:00 AM TO 4:00 PM
MILES TENTHS

NAME AND ADDRESS OF LAST SCHOOL OF ATTENDANCE _____

DATE _____ SIGNATURE _____

DO NOT WRITE BELOW THIS LINE * FOR PUBLIC SCHOOL USE ONLY

YOUR APPLICATION HAS BEEN REVIEWED BY THE RESIDENT DISTRICT BOARD OF EDUCATION. THE FOLLOWING DETERMINATION HAS BEEN MADE:

_____ TRANSPORTATION WILL BE PROVIDED _____ YOU ARE ELIGIBLE FOR PAYMENT IN LIEU OF TRANSPORTATION

_____ INELIGIBLE _____ (REASON)

DATE _____ SIGNATURE _____ TITLE _____

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR PRIVATE SCHOOL TRANSPORTATION (B6T) N.J.A.C. 6A:27-2.5

- IT IS THE OBLIGATION OF THE PARENT OR GUARDIAN OF PRIVATE SCHOOL STUDENTS TO:
 - ANNUALLY OBTAIN THE APPLICATION FOR PRIVATE SCHOOL TRANSPORTATION FROM THE ADMINISTRATIVE OFFICE OF THE PRIVATE SCHOOL FOR EACH STUDENT FOR WHICH TRANSPORTATION SERVICES ARE BEING REQUESTED. SUBMIT A SEPARATE APPLICATION FOR EACH STUDENT.

NOTE:

 - IF THERE IS A CHANGE OF HOME ADDRESS, A NEW APPLICATION SHALL BE SUBMITTED TO THE PUBLIC SCHOOL DISTRICT OF RESIDENCE.
 - IF THERE IS A CHANGE IN THE NONPUBLIC SCHOOL OF ATTENDANCE, A NEW APPLICATION SHALL BE SUBMITTED TO THE PUBLIC SCHOOL DISTRICT OF RESIDENCE.
 - COMPLETE THIS APPLICATION AND RETURN IT TO THE PRIVATE SCHOOL ON OR BEFORE MARCH 10TH PRECEDING THE SCHOOL YEAR IN WHICH TRANSPORTATION IS BEING REQUESTED.

LATE APPLICATIONS – ANY APPLICATION RECEIVED AFTER MARCH 10TH WILL BE A LATE APPLICATION AND MUST BE ACCOMPANIED BY A STATEMENT OF THE REASON FOR LATENESS. ELIGIBLE STUDENTS WILL RECEIVE TRANSPORTATION OR AID IN LIEU OF TRANSPORTATION BASED ON THE DATE THE APPLICATION IS RECEIVED BY THE PUBLIC SCHOOL.
- IT IS THE OBLIGATION OF THE NONPUBLIC SCHOOL ADMINISTRATOR TO ANNUALLY COLLECT THE APPLICATION AND SUBMIT IT TO THE PUBLIC SCHOOL FROM WHICH TRANSPORTATION IS BEING REQUESTED PRIOR TO MARCH 15TH.
- IT IS THE OBLIGATION OF THE PUBLIC SCHOOL ADMINISTRATOR TO NOTIFY THE PARENT OR GUARDIAN AS TO THE DETERMINATION OF EACH APPLICATION BY AUGUST 1ST.

A DISTRICT BOARD OF EDUCATION SHALL PAY AID IN LIEU OF TRANSPORTATION TO THE PARENT OR GUARDIAN OF AN ELIGIBLE STUDENT ONLY AFTER RECEIVING A SIGNED "REQUEST FOR PAYMENT OF TRANSPORTATION AID" VOUCHER AS PRESCRIBED BY THE COMMISSIONER OF EDUCATION.

SETON HALL PREPARATORY SCHOOL



INDIVIDUAL PUPIL REQUEST FOR LOAN OF TEXTBOOKS

Form 101 · West Orange Board of Education

Please PRINT and fill in ONLY the lines with an asterisk

* Your town's Board of Education _____ * Date _____

Under the provisions of Chapter 79, Laws of 1974, I request that my local Board of Education loan the following textbooks:

(Name of Textbook) (Author) (Publisher) (Copyright date) (edition)

(Name of Textbook) (Author) (Publisher) (Copyright date) (edition)

(Name of Textbook) (Author) (Publisher) (Copyright date) (edition)

(Name of Textbook) (Author) (Publisher) (Copyright date) (edition)

* for _____ who attends Seton Hall Preparatory School
(Name of student)

* and who resides at _____
(Street Address)

* and who is a resident of _____ Local Public School District.
(Town Board of Education)

* _____
(Signature of Parent or Legal Guardian)

SETON HALL PREPARATORY SCHOOL

GYM AND UNIFORM SHIRT ORDER



Mrs. Gina Selby, Bookstore Manager · 973-325-6642

gselby@shp.org

Student's Name _____
last first m.i.

Grade 9, for the 2017-2018 School Year

Gym shirt

At freshman orientation in August, each freshman will be given **2 reversible gym shirts** for his physical education class. In order for you receive the correct size, we ask that you make your selection below. These shirts are adult sizes.

S

M

L

XL

XXL

Knit shirt

Included in the book fee are two short-sleeve, charcoal grey, Seton Hall Prep knit shirts, which can be worn from the beginning of the school year, usually until the last Friday of September, and then again in May when the Dean of Men announces the change back from jackets and ties.

Additional shirts will be available for sale in early September as well.

S

M

L

XL

XXL

SETON HALL PREPARATORY SCHOOL

BILLING INFORMATION



Date _____

Student's Legal Name: [print all information]

first name _____ last name _____

street address _____

town _____ zip code _____

Parent Name _____

Payment Type:

Check# _____ Amount: \$ _____

Cash _____ Amount: \$ _____

Visa MasterCard American Express Discover Card

Account # _____ Exp. _____ cvv code _____

FULL BILLING ADDRESSES FOR PARENTS/GUARDIANS **LIVING IN SEPARATE HOUSEHOLDS**

Student lives with Mother Father Guardian Both

Ms. Mrs. Dr. _____

Home Phone # () _____

Mr. Dr. _____

Home Phone # () _____

SETON HALL PREPARATORY SCHOOL

IMPORTANT CONTACTS



Take this sheet home with you today. It will serve as a valuable resource over the next several months in the event that you have questions for us.

OFFICE/AREA	CONTACT	CONTACT'S INFORMATION	
Activities	Peter Durning	(973) 325-7737 x7620	purning@shp.org
Assistant Headmaster for Student Services	Michael Gallo	(973) 325-7737 x 7600	mgallo@shp.org
Athletic Director	Larry Baggitt	(973) 325-7737 x 6639	lbaggitt@shp.org
Athletic Trainer	Rob DiGregorio	(973) 325-7737 x 6650	rdigregorio@shp.org
Band	Joe Neglia	(973) 325-7737 x 6749	jneglia@shp.org
Bookstore	Gina Selby	(973) 325-7737 x 6642	gselby@shp.org
English Placement	William Casey	(973) 325-7737 x 6264	wcasey@shp.org
Math Placement	Michael Kahney	(973) 325-7737 x 5032	mkahney@shp.org
Admissions/Financial Aid	Michael T. Zinsmeister	(973) 325-7737 x 6632	mzinsmeister@shp.org
Transportation & Blazer Information	Mark Smith	(973) 325-7737 x 6637	msmith@shp.org
Main Office	Stephanie Gallo	(973) 325-7737 x 6638	sgallo@shp.org
Billing	Jeanne Haczyk	(973) 325-7737 x 6653	jhaczyk@shp.org
Assistant Headmaster for Academics	Kevin McNulty	(973) 325-7737 x 6626	kmcnulty@shp.org
shp.org/website log-in issues	Diane Neglia	(973) 325-7737 x 5047	dneglia@shp.org

SETON HALL PREPARATORY SCHOOL



REQUEST FOR OFFICIAL TRANSCRIPTS

In order for a student to begin in September at Seton Hall Prep, we must receive his **final and official transcripts and immunization records** (not to be confused with his physician-completed physical) from his current school. This information should arrive by **July 1, 2017** in order to ensure proper scheduling and placement. Please contact your son's current guidance counselor toward the end of this school year to make him or her aware of this policy. This form can be mailed or faxed to your son's current school as a request for them to forward these records to us.

PARENTS: Do not mail this sheet directly to Seton Hall Prep. It must be sent at the end of this school year to the **current school** that your son attends so that they can send us your son's **final, official transcripts and immunization records.**

➡ As the parent/guardian of _____,
I authorize the release of his final, official transcripts and a copy of his immunization records to Seton Hall Prep at the end of this school year.

Signature _____

The final, official transcripts should be mailed by your current school to the following address:

**Attn: Guidance Department
Seton Hall Prep
120 Northfield Avenue
West Orange, NJ 07052**

SETON HALL PREPARATORY SCHOOL

KEY DATES AND NOTES



8/26/17 **SHP Fathers Club BBQ 12:00 PM - 2:00 PM** ***Tentative Date—to be confirmed in our June Mailing**

8/30/17 **Orientation for Freshmen 2:30 PM - 8:30 PM**

Orientation for Freshmen Parents 7:00 PM - 8:30 PM

Each freshman should be dropped off at Seton Hall Prep for a 2:30 PM start to Freshman Orientation. Lunch will not be served, but dinner will be provided at 5:30 PM. The Freshman Orientation and Parent Orientation will end together by 8:30 PM. Parking for Freshman Parent Orientation is often difficult, so please plan accordingly as we will begin promptly at 7:00 PM. At least one parent/guardian is expected to attend. **DRESS CODE** for Freshman Orientation is the student's own golf shirt, khaki-type pants, belt, socks and shoes. The SHP uniform shirt (golf shirt) will be provided to each freshman to wear once he arrives for Orientation, as yearbook pictures will be taken.

Each freshman will receive:

- 1 SHP Gym Bag (often used during the year for gym clothes)
- 1 combination lock for their locker (2 for band members)
- 2 reversible gym shirts
- 2 SHP Golf Shirts
- 2017-2018 Student Handbook/Planner

Each student will also receive textbooks, workbooks and supplemental materials from his teachers and a calculator from his math teacher during the first few days of classes. The items listed above are each student's to keep except for some of the textbooks which must be returned at the end of school year. These texts are books which are purchased with State Aid monies. If these books are damaged or not returned, they must be replaced. The average replacement cost for one of these texts is \$60.00. Mrs. Gina Selby is the Bookstore manager and can be reached at gselby@shp.org or at 973-325-7737 x.6642. Mr. Rick Ingraffia is the school's textbook manager and can be reached at ringraffia@shp.org.

8/31/17 **Freshman Retreat 8:45 AM - 2:45 PM**

Wear your SHP golf shirt that you received at orientation, jeans or shorts, and sneakers.
Bring a brown bag lunch.
Report to the SHP auditorium by 8:45 AM.
You will be assigned a school bus to 1 of 3 locations.
You will be accompanied by your Peer Leader.
You will return to SHP by 2:45 PM

9/6/17 **First day of classes and for SHP Bus Service**

9/20/17 **Back-to-School Night for parents of freshmen - 7:00 PM-9:00 PM**

NOTES: All new students are required to return a completed health form by August 1, 2017. Only Seton Hall Prep health forms will be accepted. In the spring, the forms will be made available on our website by navigating to www.shp.org, then by clicking on "Prep Life", then "Health Services", then "2017-2018 Medical Paperwork" under the DOWNLOADS menu.

All new students are also required to ensure that their final transcripts from their previous school are forwarded to "Seton Hall Prep, Guidance Office, 120 Northfield Avenue, West Orange, NJ 07052." These should come from the school where the student spent 8th grade, and should arrive at SHP no later than July 1, 2017.