

Prospective Family Contact Form

Demographics (INQUIRED)

- 1) Family Name _____
- 2) Parents Names _____
- 3) Address _____
- 4) City/State/Zip Code _____
- 5) Home Telephone _____
- 6) Primary Email Address _____
- 7) Name of Child _____ Birthdate _____ Grade in Fall of 20____
- 8) Name of Child _____ Birthdate _____ Grade in Fall of 20____
- 9) Name of Child _____ Birthdate _____ Grade in Fall of 20____
- 10) Name of Child _____ Birthdate _____ Grade in Fall of 20____
- 11) How did family hear about school? ___ Church Bulletin ___ Web site ___ Flyer
Referral (___ current student/parent ___ alumni ___ friend)
___ Newspaper ___ Mailing ___ Signage
- 12) What parish does your family belong to? _____
- 13) Do you know any current school families? _____
- 14) Have you seen our school (or parish) Web site? (provide address) _____

Recruitment (TOURED)

- 15) "Our Open House is scheduled for (Day/Date/Begin & End Time) _____
I'll send you information about this event so you can visit our school."
- 16) **Sent Open House invitation on** (Date) _____ by (Inits.) _____
Did family attend Open House? ___ Yes ___ No
Follow-up telephone call made on (Date) _____ by (Inits.) _____
- 17) Is family interested in school tour?
___ No ___ Yes – Scheduled for (Day/Date/Time) _____
School provided tour on _____ by (Inits.) _____
Follow-up phone call made on _____ by (Inits.) _____

FOR OFFICE USE ONLY:

Date of Inquiry: _____ Inquiry Received by: _____
Method of Inquiry: ___ Telephone Call ___ Personal Visit ___ Walk-in
___ Open House ___ Referral ___ Website ___ Email

Prospective Family Contact Form/II—Family Name _____

Child(ren)'s Name(s): _____

18) (PHASE 1 #1) *Sent school/parish information on* (Date) _____ by (Inits.) _____

19) Family information forwarded to parish for contact on (Date) _____ by (Inits.) _____

20) *Sent application materials to parents on* (Date) _____ by (Inits.) _____

Follow-Up Contact Information

(PHASE 1 #2) *(INFORM)* Date: _____ Inits.: _____ Other Info _____

(PHASE 1 #3) *(Web Post Card)* Date: _____ Inits.: _____ Other Info _____

(PHASE 1 #4) *(CALL—Teleformation)* Date: _____ Inits.: _____ Other Info _____

(PHASE 1 #5) *(Letter—Faculty to Student)* Date: _____ Inits.: _____ Other Info _____

(PHASE 1 #6) *(Letter—Parent to Parent)* Date: _____ Inits.: _____ Other Info _____

(PHASE 1 #7) *(Financial Aid Info)* Date: _____ Inits.: _____ Other Info _____

(PHASE 1 #8) *(Letter—Student to Student)* Date: _____ Inits.: _____ Other Info _____

(PHASE 1 #9) *(Letter—Alum to Parent or Student)* Date: _____ Inits.: _____ Other Info _____

Application/Enrollment

21) *(APPLIED)* Received application materials on (Date) _____

22) *(ACCEPTED)* Enrolled child/children on (Date) _____

23) *(ENROLLED)* Enrolled child/children in grade(s) _____ for 20____-20____ school year.

24) (Phase II #1) *Acknowledge enrollment letter sent* (Date) _____ by (Inits.) _____

25) (Phase II #2) *Acknowledge enrollment phone call* (Date) _____ by (Inits.) _____

26) (Phase II #4) Assigned (Name of Family) _____ as mentor family.

27) (Phase II #5) Assigned to shadow (Name) _____ on (Date) _____

28) If child(ren) does (do) not enroll in your school:

Follow-up contact made on (Date) _____ by (Inits.) _____

School child/children enrolled in _____

Reason for not attending your school: _____