

Family	Office Staff	Staff Person Responsible
Initial inquiry	<input type="checkbox"/> Fill out "Interested Family Form" <input type="checkbox"/> Tour DATE: _____ <input type="checkbox"/> Enter information into database <input type="checkbox"/> Follow-up call/email/letter DATE: _____	_____ _____ _____ _____
Desire to Apply	<input type="checkbox"/> Give application packet <input type="checkbox"/> Give financial aid application <input type="checkbox"/> Complete FACTS application DATE: _____ <input type="checkbox"/> Follow-up call/email/letter DATE: _____	_____ _____ _____ _____
Finished Application	<input type="checkbox"/> Check for all parts of the application <ul style="list-style-type: none"> <input type="checkbox"/> Birth certificate <input type="checkbox"/> Baptismal certificate <input type="checkbox"/> Medical information <input type="checkbox"/> Report card <input type="checkbox"/> Release of records form <input type="checkbox"/> FACTS tuition enrollment form <input type="checkbox"/> MISSING: _____ <input type="checkbox"/> Registration fee paid DATE: _____ <input type="checkbox"/> Other fees paid DATE: _____	_____ _____ _____ _____

Notes: