



PRESCHOOL THROUGH GRADE 12

WE PRAY! WE LEARN! WE ACHIEVE!

Dear returning family,

We are excited that your child will once again be joining us for the 2026-27 school year! **Please complete the enrollment checklist 100% for each of your children before May 1.** Doing so before May 1 will help reduce follow-up communication, thus saving time for our staff. We appreciate you taking a moment to get this done.

1. Login to Finalsite to access the enrollment checklist for each student. Links can be found at the bottom of this letter. *If the enrollment checklist is not 100% complete for returning students, or the Intent to Withdraw is not completed, by May 1, your account will be rolled over as is (same payment plan); if you want to change your payment plan, it MUST be done before May 1. Your student will not receive their Chromebook or be eligible to participate in extracurricular activities until you have completed the Enrollment Acknowledgements and Agreements (we are unable to sign this for you). The registration/technology/payment plan fees will be charged when you sign your contract or your account is rolled over on May 5, 2026.*
2. If you are adding a new student in your existing school family, login to your portal and "add a student" on the student tab.
3. If the grade is incorrect for your preschool, DK, or kindergarten student, please notify the school office.
4. Review your account information. If there are any updates or errors, please send them to luannkinsman@portlandstpats.org so they can be made in Infinite Campus, as well as Finalsite.

We are grateful for the financial support offered from St. Patrick Parish, our Advancement and Development Team, the endowments available to us from the Father Flohe Foundation and The Former Pastors' Shamrock Endowment Fund, alongside the Diocese of Grand Rapids. This support allows us to keep our tuition below the actual full cost to educate your child, which is more than \$6,773 for students in grades DK-8 and more than \$8,925 for high school students.

We continue to work with the Parish Finance Council and the School Board Finance Subcommittee to make sure tuition remains as low as possible while also allowing us to

improve the quality of our course offerings and extracurricular programs in addition to providing a salary increase to our incredible and dedicated staff. We are working hard to pay our staff at least 80% of the salary of their public school counterparts. Thank you for your understanding and commitment to St. Patrick School!

2026-27 DK-12 Tuition Rates

Grade	1st Child	2nd Child	3rd Child	4th Child
9-12	\$6,250	\$5,350	\$4,450	\$3,550
DK-8	\$5,550	\$4,650	\$3,750	\$2,850

Any children in the same family (grades DK-12), enrolled at the same time, past the 4th child will attend St. Patrick School at no charge except the non-refundable \$50/student registration fee.

Preschool 5-Day	Preschool 3-Day	Preschool 2-Day
\$3,015	\$2,145	\$1,640

The multi-child discount is not available for preschool.

Our goal is to keep tuition as low as possible while providing a quality Catholic education that prepares students for life beyond the classroom. To assist us in this regard, we collect the following fees:

Non-Refundable Registration Fee	\$50/student
Technology Fee	\$100/family
Finalsite Payment Plan Fee	\$38/family *if not paying tuition in full

The registration fee helps defer the administrative cost related to the enrollment of each student in addition to the cost of our student management software. The technology fee helps offset costs associated with our IT services and Chromebook program.

Before and after school childcare is available for students in grades DK-5. The fee for each session (before and after) is \$7.50/day/student.

We are mindful of the immense financial sacrifices required to provide your child(ren) with a faith-based education and we are grateful for your decision to choose St. Patrick School. Financial aid is available from the Diocese of Grand Rapids and St. Patrick Parish. To apply for financial aid, please visit: [Blackbaud Financial Aid Application](#) or [SPS Tuition/Scholarships Webpage](#). This application is required for financial assistance consideration. If you are awarded financial aid, your account will be adjusted accordingly once the information is available (expected in June).

Please feel free to contact us by email or by calling the school office at (517) 647-7551 if you have any questions.

Sincerely,

Mr. Aaron Thelen, Early Childhood Director (aaronthelen@portlandstpats.org)

Mrs. Casey Lenneman, DK-5 Principal (caseylenneman@portlandstpats.org)

Deacon Randy Hodge, 6-12 Principal (randyhodge@portlandstpats.org)

Finalsite enrollment steps:

1. Click on the following link to visit your family's **enrollment portal**: [{{recipient.verification_link}}](#)
{{if recipient.portal_email != blank%}}
2. Login using your **Parent Portal Account email**: [{{recipient.portal_email}}](#)
{{%else%}}
3. Once you log in, you will be able to select '**Continue Enrollment Process**' to begin.
4. Please complete the online contract, submit your deposit payment (registration/technology/payment plan fee), and complete the Enrollment Acknowledgements and Agreements.

IMPORTANT: For dual household families that are prompted to invite a second signer, **both parties MUST have their own unique Parent Portal Account to sign the contract.** You will not be able to proceed in the process if you use the same email address to log into the Parent Portal.

If you have any issues with the above link, you can authenticate manually using your authentication code: [{{recipient.authentication_code}}](#).

Questions about using the Parent Portal? Check out the Help Center.