



Registration Letter 2025-2026

Dear Families,

Thank you for your interest in sending your child to Green Bay Trinity Lutheran School. Our mission is *partnering with families to nurture leaders in Christ-centered, safe, caring, and joyful environments*. The Lord has provided Trinity with pastors, teachers, families, churches, and volunteers who fully realize that instruction in God's Word enables the message of salvation to become a permanent part of a child's life.

To complete the registration and enrollment process, please complete the registration form physically or online. This process is vital for Trinity to plan for the next school year. If applying for the Wisconsin Parental Choice Program (WPCP) you may apply by visiting <https://sms.dpi.wi.gov/ChoiceParent/> in addition to the registration form. It is vital to complete this quickly as we anticipate full classes again next year.

2025 – 2026 Tuition Schedule

Registration Fee Per Student

Kindergarten (5K) and New Student Registration Fee - \$175

Faith Christian Preschool Transfer Fee - \$125

Enrollment Deposit for returning students - \$100

For our new students we require a registration fee which confirms your enrollment and goes toward the processing cost of our student information system, FACTS. The registration fee is non-refundable and separate from your total tuition.

For our returning families, the enrollment deposit is non-refundable and used to confirm your reenrollment at Trinity. The enrollment deposit is credited towards your total tuition at the start of the school year.

Families who participate in the Wisconsin Parental Choice Program do not need to pay the enrollment deposit or registration fee; those expenses are covered by the voucher program.

Tuition Rates

Association Church Members (Christ of the Bay, Faith, Hope, Our Saviour, and Redeemer)
- \$3,200

Community - \$4,700

- All families must choose – 15 hours of service or a \$300 buyout
- Hours not served will be invoiced and added to the tuition account at \$20/HR





Green Bay Trinity Lutheran School provides opportunities to meet the financial needs of our families through:

- Applying for the Wisconsin Parental Choice program. First time families will provide financial and address verification. Families can access the application by going to: <https://sms.dpi.wi.gov/ChoiceParent/> If you receive a voucher for your student(s) to attend our school this year, you will need to re-apply for this coming year and every year after as long as your student(s) are in our schools (GB Trinity & N.E.W Lutheran HS). The re-application process is much easier than the initial application. The main item on the re-application is to verify your address. ***The Wisconsin DPI will not make you verify your income after the first year.*** The open enrollment period for the WPCP is February 3, 2025 to April 17, 2025.
 - Eligibility Requirements:
 - Registering in 5K or grade 1 or
 - Attended a Wisconsin public school or
 - Transferring from out of state or
 - On a WPCP waiting list due to district cap

Income requirements

<u>Family Size</u>	<u>Maximum Yearly Income*</u>
1	\$33,132
2	\$44,968
3	\$56,804
4	\$68,640
5	\$80,476
6	\$92,312

For each additional member add \$11,836

- Applying for financial aid through FACTS by visiting and applying: <https://online.factsmgmt.com/signin/4M356> after registration and registration fees are paid.
- Buying Scrip through Our Saviour Lutheran Church.

Please contact Kellie Meerstein, GB Trinity Administrative Assistant at 920-655-4673 meersteink@greenbaytrinity.org or Principal Kerrick Sawyer at principal@greenbaytrinity.org to answer further questions or for further information.

In Christ,
Mr. Kerrick Sawyer





Enrollment or Re-enrollment Procedures 2025 - 2026

To clarify the steps for application and admission to Green Bay Trinity Lutheran School, they are listed below. Should you have any questions, please contact the school at 920-655-4673.

Step 1: Application

New Families need to complete the following steps to complete enrollment and registration:

1. Schedule a tour of the campus.
2. Complete a tour of the campus.
3. Complete the registration form and pay the non-refundable registration fee. The registration fee is \$175 per student.
4. Complete an entrance exam with Mr. Sawyer
5. Receive placement at Trinity.

Transfer Students from Faith Christian Preschool need to complete the following steps to complete enrollment and registration:

1. Complete the registration form and pay the non-refundable transfer fee. The transfer fee is \$125 per student.

Returning Families need to complete the following steps to complete re-enrollment:

1. Complete the re-enrollment form and pay the non-refundable enrollment deposit. The enrollment deposit for returning students is \$100. This deposit is credited toward your total tuition.

Families that qualify and are accepted in the Wisconsin Parental Choice Program do not pay registration fees, transfer fees, or enrollment deposits. Those financial obligations are covered by the voucher program.

Step 2: Financial Aid (Optional Two Methods)

1. Parents apply for the Wisconsin Parental Choice Program.

Parent applies for the WPCP through an on-line application at dpi.wi.gov/choice. WPCP Applications must be submitted by February 1 through April 20, 2023. All families that plan to submit for financial aid through Trinity must review the income guidelines for the Wisconsin Parental Choice Program before applying for aid at Trinity.

(or)

2. Parents submit for financial aid through FACTS.

The Board of Directors of Northeastern Wisconsin Lutheran School Association





has established a Financial Aid Program to assist families whose financial resources limit their ability to afford full tuition. Any student (family) applying for admission to our schools may request financial assistance.

Families are expected to provide the remaining tuition, since the Financial Aid program does not provide full scholarships. For the 2025/26 school year, grants/financial aid for the school will only be determined through a company called FACTS. You can apply online at <https://online.factsmtg.com/signin/4M356>.

The priority deadline for Financial Aid is April 17, 2025 with families being notified by email of aid approval and resulting tuition obligation two weeks later. There is a fee to apply for financial aid through FACTS which must accompany the application. Families who receive financial assistance through NEWLSA are requested to volunteer at "revenue events", (Packer Games, Resch events, etc.) through participating churches with the proceeds going towards the school tuition assistance fund. These hours can then be counted against the 15 volunteer hours that are required at Trinity. If the family elects to apply the funds directly toward their tuition account, these hours do NOT count towards volunteer hours.

Step 3: Review

1. **New Families only:** Submit Immunization and Birth Certificate records. Upon receipt of enrollment forms, Green Bay Trinity will request records or cumulative files from the student's current school. The principal will: Review all paperwork, contact previous school, and interview prospective families and students.
2. **Returning Families:** We are excited that you are continuing at Trinity.

Step 4: Tuition Agreement Forms

Once the Enrollment Application has been accepted, the school will send a Tuition Agreement Form (TAF). The TAF needs to be reviewed, completed, and returned to the office prior to the first day of school along with payments if applicable. Our business manager cannot complete the tuition payment portion of FACTS until a TAF has been returned.





Dear Families,

The year is halfway through, and Green Bay Trinity has its eyes to the future, particularly next year. It is time to open our enrollment for the 2025-2026 school year. Please take a moment to complete this re-enrollment form for students returning in **grades 1 – 8**.

An enrollment deposit has been set at \$100 per student. This non-refundable enrollment deposit is credited towards your total tuition once the Tuition Agreement Form (TAF) has been signed and returned to our business manager, Brenda Reckelberg. Families participating in the Wisconsin Parental Choice Program **do not** pay an enrollment deposit. That is covered by the voucher program. Your registration is considered complete when this form has been returned with payment of the enrollment deposit. For choice families, your registration is considered complete when this form has been returned and your WPCP Application has been submitted to Trinity. In both instances, you'll receive a confirmation email from Mr. Sawyer at the completion of your re-enrollment.

Many of our classes are near capacity and we expect some to fill this year. Our enrollment is open to our current families first, before it opens to the public to make sure all our current families maintain their seats. Enrollment will be open to the public on **February 18**.

Please indicate your intention for enrollment next year by selecting one of the following three choices.

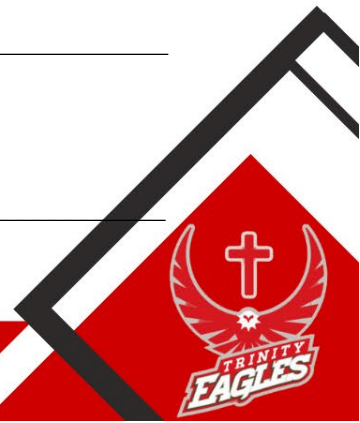
_____ **1.** We plan to re-enroll the following children in **Grades 1 -8** at Green Bay Trinity Lutheran School next year. (If your child is attending Kindergarten, a separate registration form is needed for 5K)

Student Name	Grade Next School Year
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

_____ **2.** We do not plan to enroll our Children at Green Bay Trinity Lutheran School next year. If option 2, please help us do better and share your reason for leaving.

Please return this form and your enrollment deposit to the office.

Parent Signature: _____ Date: _____





The enrollment deposit for all returning students (**Grades 1-8**) for the 2025-2026 school year is \$100 per student. Please use this form to make your payment, which is to be returned along with this form. Enrollment deposits are non-refundable and are credited towards your total tuition.

Parent Name: _____

Number of children in Grades 1-8 attending GBTLS in 2025-2026: _____

Association Church Membership: _____

For Office Use Only

_____ Enrollment deposit paid. (#of students x \$100) Amount Paid _____

or

_____ WPCP Choice Family Application Submitted via OAS Portal _____

Date: _____ Check # _____ Cash _____

Office Staff Signature: _____

Date: _____



Green Bay Trinity Lutheran School 2025-2026 Calendar

AUGUST '25						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 17 – Installation and Dedication TBD Orientation Night at 6:00
- 18 – Meet Your Desk Day
- 19 – Meet Your Desk Day
- 20 – First Day of School Chapel at 9:00
- 29 – No School: Labor Day

FEBRUARY '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

- 20 – Early Dismissal at 11:00: Grand Parents' Day
- 21 – School Annual Auction and Gala
- 26 – No School: Teacher Report Day
- 27 – No School: Mid-Winter Break

SEPTEMBER '25						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 01 – No School: Labor Day
- 26 – Walk-a-Thon at NEWLHS

MARCH '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 13 – End of Quarter 3
- 24 – Evening P/T Conferences
- 26 – Evening P/T Conferences
- 30 – 31 – No School: Spring Break

OCTOBER '25						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 01 – No School: Teacher's Conference
- 02 – No School: Teacher's Conference
- 03 – No School: Teacher's Conference
- 17 – End of Quarter 1
- 29 – Evening P/T Conferences
- 30 – Evening P/T Conferences
- 31 – No School: Teacher Report Day

APRIL '26						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 1 – 3 – No School: Spring Break
- 6 – No School: Easter Monday
- 24 – No School: Teacher P.D. Day

NOVEMBER '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 26 – No School: Thanksgiving Break
- 27 – No School: Thanksgiving Break
- 28 – No School: Thanksgiving Break

MAY '26						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 15 – Fun Olympics at NEWLHS Field Day at St. Paul Bonduel
- 22 – Early Dismissal at 11:30: Last Day of School

End of Q4

DECEMBER '25						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 12 – K-3 Christmas Pageant at 6:30
- 16 – 4th-8th Christmas Concert at 6:30
- 22-02 – No School: Christmas Break

Early Dismissal is at 11:30
Buses are available on early dismissal days.
Eagle Care is not available on early dismissal days.

JANUARY '26						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 22-02 – No School: Christmas Break
- 05 – School Resumes
- 09 – End of Quarter 2
- 30 – No School: P.D. Day

- Special Days no impact on dismissal.
- Early Dismissal Days dismissal indicated.
- No School, Eagle Care, or Sports
- Return Days. School is in session.



Green Bay Trinity

LUTHERAN SCHOOL

120 S. Henry St.
Green Bay, WI 54302
920-655-4673

greenbaytrinity.org
facebook.com/gbtrinityluth

Welcome to Green Bay Trinity Lutheran School. This application will help us to get to know your child. Please fill out this application completely. Our vision is Nurturing Mind and Spirit and we accomplish this through our mission: partnering with families to nurture leaders in Christ-centered, safe, caring, and joyful environments.

Student's Name _____
Last First Middle

Address _____
City State Zip

Telephone _____ Public school district in which student resides _____

Birthdate _____ Male Female Grade Entering: _____

If Kindergarten: Do you intend to send your child to Trinity Grades 1-8? yes no

Ethnicity: _____ Race: _____

Last School Attended: _____

Other Schools Attended: _____

Check any that apply:

- Enrolled in honors/enrichment classes
- Referred to Reading Specialist
- Has special physical considerations
- Referred for psychological or neurological evaluation
- Has had remedial/special tutoring
- Been expelled/suspended or asked to leave a school
- Has been referred, diagnosed, or treated for any of the following: ADD ADHD Autism
- Referred for/currently under IEP, Title 1, 504 Plan

Please describe any of the situations checked above:

How did you hear about Green Bay Trinity Lutheran School? _____

Is student baptized?
yes-Date _____

Present church home:
____ Christ of the Bay ____ Faith ____ Hope ____ Our Saviour

Church _____
Denomination _____

____ Redeemer ____ Other _____
Denomination _____

Non-Discrimination Policy

Green Bay Trinity Lutheran admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, national or ethnic origin in the administration of the educational policies, admission policies, scholarship and sponsorship programs, and athletic and other school administered programs. In the event that classroom space must limit enrollment, preference may be given to members of Green Bay Trinity Lutheran Association Congregations.



Medical Information

Under Wisconsin State Law a student entering class must have current immunizations as determined by the State of Wisconsin. A physical examination is recommended for new students who have not had an examination prior to entering school.

Is student in generally good health? _____ Yes _____ No
If no, please explain: _____

How is the student's eyesight? _____ Good _____ Some Difficulty
If some difficulty, please explain: _____

Please list below pertinent health information and special care that your child requires or that the teacher should know.

General Information

Why do you desire to have your child attend Green Bay Trinity Lutheran School?

Please include any information that might help us in working with your child. We want to serve you and your family as completely as possible, so we need to know information that might help us meet that goal.

Parent/Guardian Information

Father's Name _____

Occupation and Employer _____

Current Address (if different) _____

Home Phone (if different) _____ Work Phone _____

Cell Phone _____ Email _____

Mother's Name _____

Occupation and Employer _____

Current Address (if different) _____

Home Phone (if different) _____ Work Phone _____

Cell Phone _____ Email _____

Marital Status: _____ married _____ divorced _____ separated
_____ remarried _____ parent deceased _____ single

Is this a guardianship: _____ No _____ Yes

Sibling's Name	Birthdate	Grade and School Attendance
_____	_____	_____
_____	_____	_____
_____	_____	_____



Joint-Custodial or Non-Custodial Parent Information

<input type="checkbox"/> Stepfather	<input type="checkbox"/> Other _____	<input type="checkbox"/> Stepmother	<input type="checkbox"/> Other _____
Name _____		Name _____	
Address _____		Address _____	
Employer _____		Employer _____	
Occupation _____		Occupation _____	
Work Phone _____		Work Phone _____	
Home Phone _____		Home Phone _____	
Cell Phone _____		Cell Phone _____	
Email _____		Email _____	

Please check all that apply for joint or non-custodial parents- If a court order is in place, please submit a copy to the school.

Emergency Contact Send Mail Publish Phone Publish Address Receive a Report Card

Can Pick Up Student Print Reports Financial Information

Name and Address of Living Grandparents:

Name _____	Name _____
Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____

Grandparents may be contacted for school mailings. Yes No

Registration fee must accompany this form.
New Student - \$175
FCP Transfer - \$125

Office Use Only

Date of Registration _____ Amount Paid _____ Check Number _____

If Transfer, received records _____ Parents notified of acceptance: _____

