



# La Salle

COLLEGE PREPARATORY

## Class of 2027

REGISTRATION GUIDE



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# President's Welcome to Parents

**Dear Parents,**

On behalf of our Board of Trustees, Board of Regents, and the entire school community, it is with great pleasure that I welcome you to our La Salle College Preparatory family! During these very important high school years, your students will experience a vast array of exciting educational, service, artistic, athletic, and social opportunities. The mission of La Salle is very much in harmony with this perspective. Our task is to equip our students with the ability to shape their lives deliberately. This challenge is made all the more vital because, as a Catholic school, La Salle's mission is to touch the minds and hearts of our students.

For over three hundred years, schools sponsored by the Christian Brothers have been doing exactly that; and the results have been substantial. La Salle graduates approach their adult lives knowing that the intellectual and spiritual foundation they receive here not only equips them to make the most of their God-given talents, but also requires them to take responsibility for the world they encounter. We are proud of our students and are confident that the nurturing experience they receive here replicates the care and concern that surrounds them at home. We know that La Salle makes a difference in their lives.

We cannot accomplish these goals without your help. What your child will achieve over four years at La Salle is not only dependent upon the creation of a close partnership between home and school, but also requires financial support above and beyond the cost of tuition. Currently, there is a gap between the tuition you pay and the actual cost to educate your child. Without the critical support of the Parent Gift Program, our tuition would be significantly higher. By making a tax-deductible contribution above the cost of tuition, you demonstrate your support for the La Salle Difference and ensure that an excellent educational experience will become even better. Please help us deliver the best possible college preparatory education to your child and to all of the students entrusted to our care.

Sincerely,

A handwritten signature in black ink that reads "P. Martin". The signature is written in a cursive style.

Perry K. Martin, M.Ed.  
School President



# Principal's Welcome to Parents

**Dear Parents,**

Welcome to La Salle! We are so excited to have you join our Lancer family.

At La Salle we are proud of the more than 60 years we have of serving students in the greater Pasadena area and we look forward to your family being part of that tradition. Our students receive an excellent academic education and so much more. From champion athletics to award-winning arts programs to service and leadership opportunities, our students are able to grow academically, spiritually, socially, and personally in an environment that encourages them to Learn, Serve, and Lead.

Thank you for making La Salle your choice for your student's high school education. It is an important time in their life and we take the responsibility of their education seriously. We look forward to working in partnership with you to make the next four years of your student's life one he or she will look back on with joy and gratitude for years to come.

Sincerely,

Jamal Adams, M.Ed.  
School Principal



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# Pre-Registration Checklist

## Congratulations on your admission to La Salle!

Below, you'll find all the information you need to officially become a Lancer Family!

- Log in to **SchoolAdmin** and review your Enrollment Checklist.
- Please review your enrollment contract and electronically submit the contract.
- The \$900 registration payment may be paid upon submission of the contract. Please note that it is due upon the day of your registration appointment.
- Schedule an appointment to register and officially enroll at La Salle! Registration appointments will be available on Friday, March 10th from 3:30pm - 5:30pm and Saturday, March 11th from 9:00am - 1:00pm. Please note that registration after March 11th will be on a space-available basis only.
- If you are unable to make it to one of our registration days, please reach out to the Admissions Office for other arrangements.
- Review the **Course Selection Sheet** and be ready to discuss your preferences with a counselor at registration.
- Review the **Parent Gift Pledge Form** and bring the form with you to your registration appointment.



**Welcome to La Salle College Preparatory, where young adults discover their purpose and pursue their passion.** 





# Registration Day Checklist & Agenda

**FRIDAY, MARCH 10, 2023**  
**3:30 PM - 5:30 PM**

**SATURDAY, MARCH 11, 2023**  
**9:00 AM - 1:00 PM**

Registration Day is an exciting time for your child and family, as you are officially welcomed into our Lancer family! We have a full agenda ready for you as you begin this journey with La Salle College Preparatory!

- Check-in at your scheduled appointment time. Parking will be available in the Lower Parking Lot off Michillinda Avenue.
- Review your course selection sheet with a counselor.
- Students will take a photo with members of our administration team.
- Meet with a La Salle Board of Regents member regarding the Parent Gift Program.
- Visit with our Summer School team for athletic, academic, and enrichment opportunities this summer.
- Meet our Athletic Department representatives.
- Check out the La Salle Armory to purchase Lancer gear!
- Pick up your grab & go treat and meet our current parent representatives.

**Student ambassadors, parent volunteers, faculty, and staff will be available throughout the event to help you navigate this important process!**



**La Salle College  
Preparatory  
provides curious  
and capable  
young adults with  
opportunities that  
encourage growth,  
exploration,  
discovery and  
excellence.**

# From the Finance Office

## Dear Class of 2027 Parents:

We are delighted to welcome your student to La Salle College Preparatory. We recognize the significant investment you are making in your student's educational journey. The Finance Office at La Salle is here to ensure your transition to our school is as seamless as possible.

The first part of your journey begins with the completion of your electronic enrollment contract for the 2023-2024 school year. The link to access the enrollment contract can be found by logging in to your SchoolAdmin admissions portal. The contract outlines the important obligations between our families and our school. If applicable, your acceptance packet also includes information regarding scholarship and/or financial aid awards.

Please note that the enrollment contract is a legally binding contract between the school and your family. Families must submit an enrollment contract along with a non-refundable payment of \$900 for registration and student services fees, to ensure your child's spot in the Class of 2027 is confirmed. If the contract and payment are not received by the school, your child's spot may be offered to another applicant. Please be sure to carefully review the contract and contact the Admissions Office or Finance Office if you have any questions.

After registering your child, you'll be receiving a separate email from Blackbaud Tuition Management, also known as Smart Tuition. After receiving this email and setting up your online account, you'll have the opportunity to confirm your tuition payment plan and method of payment.

We look forward to working with you and your family throughout the year. Thank you again for choosing La Salle as your partner in the education of your child.

Sincerely,



Robert C. Packard, CPA  
Chief Financial Officer

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# Tuition Payment & Account Setup

La Salle College Preparatory has partnered with **Blackbaud Tuition Management** (also known as **Smart Tuition**) to service our families' tuition accounts. All registered families will receive an email notification within 2-3 weeks following registration to setup your tuition payment account. The instructions below will lay out the process of setting up your account upon receiving the notification from La Salle.

## 1. RECEIVING ACCOUNT SETUP EMAIL

Blackbaud Tuition Management will be sending you an email after you've completed your enrollment in **SchoolAdmin**. We suggest you add **customerservice@smarttuitionmessages.com** to your safe contacts so future emails do not go to your spam folder.

## 2. REGISTRATION

Once you have received the email, please click on the unique link within the email to be directed to the account setup page.

### SECTION 1 – WHO WILL PAY?

Review the parent, guardian, or bill payer's contact information. Please include BOTH parents or anyone who may call/inquire about the account. Our Parent Help Center is only able to speak about the account with those listed. Please verify your telephone number and email address as Blackbaud Tuition Management regularly communicates important information about your account.

### SECTION 2 – WHO WILL ATTEND?

Review the names and grades of the children who are (or will be) attending La Salle. If you have additional children attending the school this year, you may add their names and grades to this section at this time.

### SECTION 3 – HOW & WHEN TO PAY?

Review the payment plans offered by La Salle and choose one. Please be sure the plan you select here is also the same plan you indicated on your child's enrollment contract in SchoolAdmin. Select your preferred payment method and due date from the available options.

### SECTION 4 – SUBMIT

Review the Blackbaud Tuition Management / Smart Tuition's terms and conditions. Click **SUBMIT ENROLLMENT** to complete your online tuition account setup.

### SECTION 5 – CONFIRMATION

Upon completing the account setup process, you will receive a confirmation and your information will be sent to your school for review and activation.

If you have any questions, the Smart Tuition Parent Help Center is available to assist you at any time at **(888) 868-8828**. If you have any other questions about your tuition account, please feel free to reach out to the La Salle Finance Office at **finance@lasallehs.org** or call **(626) 696-4410**.



# Parent Gift Program



**La Salle**  
COLLEGE PREPARATORY

The Parent Gift Program is the school's highest fundraising priority and signifies a direct investment in our students. Tuition alone does not cover the cost of a La Salle education and through the generosity of our benefactors, we can strengthen all student programs throughout the year. Thank you in advance for your generosity and philanthropic support of our La Salle Family!



# Parent Gift Program

**What is the Parent Gift Program?** - The Parent Gift Program accounts for over 30% of all gifts to La Salle. Funds raised enable us to support the academic, athletic, visual and performing arts, and financial aid programs, all things that make La Salle a special place to learn and grow.

It is important you give the Parent Gift Program careful consideration and that you are prepared to submit the completed form upon registration.

Your child's registration *will not be complete* without your signed Parent Gift Pledge Form.

**Why doesn't La Salle raise the cost of tuition to cover this gap?** - Remaining accessible to students of all economic backgrounds is central to our Lasallian mission. In order to continue serving our community, we make an effort to keep tuition as affordable as possible. By doing so, the school is able to celebrate a student body that reflects the population of all cities of the San Gabriel Valley. In addition, we recognize the valuable tax benefits that may come from participation in the Parent Gift Program.

**What is my expected level of giving in the Parent Gift Program?** - The Parent Gift Program is a critical element in funding your child's education at La Salle. Because of this, we expect that all families participate in the Parent Gift Program by making a gift on behalf of each child attending La Salle. Families who qualify or receive serious consideration for financial aid will be asked to participate at a level commensurate with their particular financial situation.

**What if I am already giving toward an existing pledge for an older child at La Salle?** - While we realize that sending more than one child to La Salle constitutes a major financial commitment, the cost to educate each child remains the same no matter how many children are attending. Therefore, our school expects families to make a four-year pledge on behalf of each child enrolled at La Salle.

**What is the President's Society?** - Parents who make a tax-deductible GAP gift of \$8,892 – the

difference between tuition and the actual cost of a La Salle education – become members of the President's Society, a special society of donors who are invited to meet with President Martin twice each academic year, and are also invited to school sponsored events during the course of the year. These gifts are made during the period of July 1st through June 30th each academic year.

**What is the President's Council, the President's Circle, and the Crystal Circle?** - The President's Council consists of those members of our Lasallian community who make tax-deductible cash contributions to La Salle at a level of \$5,000-\$8,892 during the period of July 1st through June 30th each academic year. Members of the President's Council are invited to a meeting with President Martin each academic year and to other School sponsored events during the academic year.

The President's Circle consists of those parents supporting our School with tax-deductible gifts between \$2,500 and \$4,999 each academic year during the period of July 1st through June 30th. Members are invited to special School sponsored events during the academic year.

The Crystal Circle is a giving level recognizing tax-deductible parent gifts of \$1,000 to \$2,499. Members of the Crystal Circle are invited to the annual Crystal Circle Dinner.

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# Contact Information

Should you have any additional questions about the registration process, please reach out to the below contacts:

**General Registration & SchoolAdmin Questions**  
[admissions@lasallehs.org](mailto:admissions@lasallehs.org)

**Tuition Management & Billing Questions**  
[finance@lasallehs.org](mailto:finance@lasallehs.org)

**Financial Aid Questions**  
[financialaid@lasallehs.org](mailto:financialaid@lasallehs.org)

**Academic Counseling & Course Selection Questions**  
[counseling@lasallehs.org](mailto:counseling@lasallehs.org)

You may also call our Admissions Team at **(626) 696-4310** if you have any questions. We're here to assist in any way we can!





# Ignite Your Future



**La Salle**  
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3880 E Sierra Madre Blvd  
Pasadena, CA 91107

Office of Admission  
Email: [admissions@lasallehs.org](mailto:admissions@lasallehs.org)  
Phone: (626) 696-4310

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