



SUPERINTENDENT FOR CATHOLIC SCHOOLS

DIOCESE OF PITTSBURGH www.diopitt.org
**SECRETARIAT FOR EVANGELIZATION &
CATHOLIC EDUCATION**

**111 Boulevard of the Allies
Pittsburgh, PA. 15222
Phone: 412-456-3100 Fax: 412-456-3101
e-mail: schools@diopitt.org**

To: Pastors
Elementary School Principals

From: Dr. Michael Latusek 

Date: January 2016

Re: 2016-2017 Pastor Verification Form

A. Nature and Importance of Pastor Verification Form

Next school year is the 19th year in which the Pastor Verification Form will be used. This form enables Catholic parents from parishes *without* schools to receive the Catholic tuition rate. It also assists the school in receiving the portion of their diocesan elementary school grant that is based on those students. The form simply verifies that the children are baptized and the family is a registered participating member of the parish. As noted, *signing the form does not affect the 10% assessment each parish without a school will contribute to the Diocesan Elementary School Grant Program.*

Although remittance of the forms to the Department for Catholic Schools has improved both in timeliness and accuracy over the years, I want to emphasize its importance. As noted on the form itself, **before the first day of school** the principal is to have a signed form for each Catholic family from a parish without a school. *A new form needs to be signed each year since a family's circumstances may change.* As also noted, it is the family's responsibility (not the principal's) to secure the form from their pastor. It is the principal's job to see that the form is presented before enrolling the student(s).

In the absence of a form, the family should not be offered the Catholic rate. (The lack of Pastor Verification Forms may also have an impact on a school's diocesan elementary school grant.) Principals are encouraged to ask parents for their form upon registration or re-registration. Once received, these forms should be kept on file at the school and **copies remitted to the diocese by September 26, 2016.**

B. Use of Pastor Verification Form for Catholics from Parishes with Schools

In order to continue a policy that pre-dates the May 1995 Policies for Financing Elementary Schools, this form is also to be used for Catholics from parishes with schools who are unable to attend their own school due to a) lack of space, or b) an incomplete K-8 program. These children are also entitled to the Catholic tuition rate and will be considered as students from a parish without a school for purposes of the Diocesan Elementary School Grant Program. Pastors signing for families in this category are asked to note the reason under the “Comments” section.

The form should not be used for Catholic families from school parishes who choose to attend another Catholic school for reasons other than the two listed above. These families are considered "Non-Affiliates" both for purposes of the Diocesan Elementary School Grant Program and tuition rates.

Please duplicate as many copies of the attached form as needed. As always, please call if you have any questions. Thank you for your cooperation.

Attachment