

New Student Checklist for Enrollment

Student Name: _____ Grade: _____

Birth Certificate**
Parent/Guardian Photo ID**
Legal/Custody Documents/Policy
Emergency Form (OCC 1214)
Financial Agreement & Acknowledgement
Immunization Record**
Health Inventory**
Food Allergy & Anaphylaxis Care Plan (if applicable)
Asthma Plan (if applicable)
Statement of Faith
Parental Statement
Testing Results (K-8 th grade)
Report Cards

Individualized Education Plan (IEP) / 504
Character Reference Form (6 th -8 th grade)
Math Recommendation Form (6 th -8 th grade)
Final/Original Transcript
Behavior Records
Request for Records submitted
FACTS Tuition Mgmt.
RenWeb Account
A Parent's Guide * (**)
New Family Referral Form (if applicable)
Peace of Mind Insurance
Course Selection Request (6 th -8 th grade)

*ALL Pre-K, Before and After Care Students
** For PK Office Book

Referred By: _____

Services:

_____ **Extended Care:** Before Care Only / After Care Only / Before & After Care

_____ **STEP Center:** Learning Lab / Accountability / NILD /Tutoring / Search & Teach / Language Therapy

_____ Transportation Needed

Notes:

Signature - Director of Admissions