

**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 <sup>th</sup> grade)
Report Cards

Individualized Education Plan (IEP) / 504
Character Reference Form (6 <sup>th</sup> -8 <sup>th</sup> grade)
Math Recommendation Form (6 <sup>th</sup> -8 <sup>th</sup> 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 <sup>th</sup> -8 <sup>th</sup> grade)
Handbook (see Admissions Director)

**\*ALL Pre-K, Before and After Care Students**

**\*\* CC copies For PK Office Book**

**\*\*\*Must set up FACTS/RenWeb account within 2 weeks of acceptance**

Referred By: \_\_\_\_\_

**Services:**

\_\_\_\_\_ **Extended Care:** Before Care Only / After Care Only / Before & After Care

\_\_\_\_\_ **STEP Center:** Learning Lab / Accountability / NILD / Tutoring / Search & Teach

\_\_\_\_\_ **Transportation Service:** \_\_\_\_\_

Notes:

\_\_\_\_\_  
Signature - Director of Admissions