

New Student Checklist for Enrollment

Student Name: _____

Grade: _____

Birth Certificate**
Parent/Guardian Photo ID**
Student Photo
Legal/Custody Documents/Policy
Emergency Form (OCC 1214)
Financial Agreement & Acknowledgement***
Health Inventory**
Immunization Record** due by 1st day
Asthma Plan (if applicable)
Food Allergy & Anaphylaxis Care Plan (if applicable)
Medication Authorization
Special Medical Action Plan****
A Parent's Guide * (**)
Parental Statement
Statement of Faith

Report Cards Completed Level By July 1st
Testing Results (K-10 th grade)
Individualized Education Plan (IEP) / 504
Character Reference Form (6 th -10 th Grade)
Math Recommendation Form (6 th -10 th Grade)
Reading Recommendation (3 rd -10 th Grade)
Final/Original Transcript
Behavior Records
Request for Records submitted
FACTS Tuition Mgmt.***
RenWeb Account- ***
New Family Referral Form (if applicable)
Peace of Mind Insurance
Course Selection Request (6 th -10 th 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**
- **** **See the Nurse**

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