



## Enrollment Check List

Please return all completed forms as soon as they are ready.

- Application Form** – or update the “*Student Information sheet*”  
*Very important that we have correct email & phone/cell numbers.*
- Consent to Treatment Form**
- Computer Use Policy Form**
- Financial arrangements made** ... *call immediately if you need to schedule an appointment with the Finance Chairman and/or Principal.*
- Enroll with **FACTS** (*if your already have an account set up – please log in and re-enroll*)
- Physical Exam** ... Kindergarten & 7<sup>th</sup> grade (form enclosed)  
All shots must be up to date! Requirements enclosed.
- Copy of **Immunization** card ... Kindergarten & new students
- Copy of **Birth Certificate**... Kindergarten only
- Attendance policy** signed by parents & student(s)
- Release of school records/transcripts .... New students only
- Volunteers – Parents** wishing to go on field trips, volunteer on campus in any way must have had a “live scan” done and completed the online Mandated Reporting course.  
Live Scan form and website for the course is enclosed.
- Insurance Verification** Form  
This needs to be filled out by anyone helping with transportation of field trips, sports, etc.  
A copy of your driver’s license and insurance card is also needed. **This form needs to be filled out each year.**
- Sports Physical** Form ... grades 5-10  
Any students in gr. 5-10 wanting to participate in any afterschool sports MUST have a physical. This needs to be done each year. Form is enclosed.
- Read the **2025-26 Handbook** (**includes school calendar**)
- Music** sign-up sheet
- Student Supply List**