



Registration Packet Instructions

For All Students

- 1. Application Form** – Please fill out this form **completely** – **ALL students**. *Make sure ALL spaces are filled in and all signatures are included.* (Returning students will have some previous information provided. Please make sure that information is accurate, and fill in the portions that are blank.)

This is also the **Continuing Consent to Treatment Form**. This allows your student to be treated in case of an accident at school or on a field trip if you cannot be reached. This is the only information we will have if your child needs medical treatment.

Please fill in the **Emergency Information** completely also. This is information we need in case of an emergency and we cannot reach you. These are the people we could release your child to.

- 2. Financial Contract** – One form must be completed and signed for each enrolling family. This gives us important payment and contact information so the right person will receive a statement each month.
- 3. Application Fee** – Must be paid with the registration forms.
- 4. Medication Forms** are available in the school for students who need to have medication kept in the school office or if they need to carry an epi-pen or inhaler.
- 5. Volunteer Form** – If you would like to be an active participant in your child's education, please complete this form.

Additional for New Students

- 6. Individual Assessment** – An individual assessment is required for all new students in grades 1-8. Please contact the school office to schedule an assessment appointment with your child's prospective teacher.
- 7. Three Recommendation Forms** (second through eighth grade only). Have one completed by the most recent teacher and one by the principal. The other one is to be from an unrelated adult who would have observed the child in a supervisory role such as a Scout leader, Pathfinder leader, Sabbath or Sunday School Teacher. These are to be mailed directly to the school from the recommender.
- 8. Certificate of Immunization Status** – This is an official form from the state of Pennsylvania that must be completed and returned before the student can enter school. It must be signed and dated by the parent. If you do not have the information, you can get it from the previous school or your doctor's office. We will request the other school records, but parents are responsible for providing the immunization records.
- 9. Report Cards and Standardized Test Report** – We need a copy of the most recent report card and standardized test reports. You should have received them from the previous school. We can make a copy.
- 10. Student Medical Record and Physician's Examination** – These are for children entering school for the first time. The Medical Record is filled out by the parent and the physician examination on the back side needs to be completed by a doctor.
- 11. Birth Certificate** – Kindergarten and new first grade students submit a copy of their Birth Certificate.

When these forms are completed and turned in to our office with the registration fee, they may be reviewed by the Admissions Committee. We will contact you with a letter of acceptance or set up a meeting with you and your child if necessary.