

Ruth Murdoch Elementary School

Registration Steps 2019-2020

Name _____

ID _____

Grade _____

PMC/Non-PMC

New students/returning students:

- Complete Application for Admission (new students only)
- Complete Registration forms

Financial Clearance _____

Business Manager's signature required

Turn in registration forms and provide required documents

- Verify contact information (returning students)
- Consent to Medical Treatment (required)
- After School Transportation Information (required)
- Signature Form (required)
- Assumption of Risk and Hold Harmless Agreement (required)
- Proof of Medical Insurance (required)
- Birth Certificate or Passport (required for new students)
- Request for Records (required for new students)
- Immunization records (required for new students) - Health Appraisal recommended
- Immunization Updates (Grade 7)
- Hearing and Vision Screening prior to starting school (required for all Kindergarten students)
- Extend-Ed Form
- Kindergarten Schedule
- Musical Groups Application (grades 4-8)
- Lunch Contract (available in July)
- Free/Reduced Lunch Application (available in July)
- Tuition Assistance form for AU Employees (and conference employees) must be completed and returned to Andrews University Benefits (or Fares Megesa)

Pay application fee \$ _____ Date paid _____

Obtain ID card (required for new students - used with hot lunch program)

Pay first months tuition on or before August 9, 2019