

## **New Student Checklist**

### ***Step 1***

- ❑ **Tour / Meet with Administrative Assistant and ask any general questions**
  
- ❑ **Complete and turn in paperwork from application packet**
  - Application
  - Application Fee (\$100)
  - Emergency Medical Authorization and Action Plan
  - Family Information Form
  - Pastoral Recommendation Form
  - Student Records Release Authorization
  - Parent's Pledge & Handbook Acknowledgement Form
  - Tuition Information
  - Health Record Form
  - Copy of Birth Certificate
  - IEP and/or 403b Plan or any other behavioral or academic records that may impact the placement of a student
  - Tuition Contract

### ***Step 2***

- ❑ **Set appointment to meet with administrator**

### ***Step 3***

- ❑ **Notified by administrator via letter, of acceptance or denial.**

### ***Step 4***

- ❑ **Verification that all paperwork, application fee and tuition contract have been received before your student can start school.**