

REGISTRATION CHECKLIST FOR NEW STUDENTS

Enrollment Procedure:

Fill out an application with payment options sheet and pick-up list for each student. **A copy of the most recent report card, Physical Exam (within the last 2 years on the gold State of Florida form), current Immunization Record (on the blue State of Florida form) should be attached to the application.** Turn these in to the office **with your registration fee.** The financial administrative assistant will type a contract for you specifying your commitment and your payment schedule. The contract will be given to you after entrance tests and must be signed and returned before we can hold your place. Entrance tests for 1st – 8th grades must be passed or summer tutoring set up before placement can be made. A meeting with the principal will be scheduled. Other forms must be returned as indicated below. Please read the *Parent/Student Handbook* before filling out application.

ITEM

DUE DATE

___ Application/Payment Options Form/Pick-Up List turned in with:

- ___ Registration Fee for each student
- ___ Most recent report card
- ___ Certified Birth Certificate
- ___ State of Florida School Entry Health Exam (gold)
- ___ State of Florida Certification of Immunization (blue)
- ___ Financial Aid Application Form (if applicable)
- ___ Florida Pride Commitment Form (if applicable)

Immediately. Registration is not complete and **students cannot start school if these forms are not completed and received.**

Entrance Tests for 1st – 8th (or Kindergarten after mid-term)

Testing set for: Date: _____

Time: _____ Teacher _____

A test date will be set immediately after registration application is completed, turned in and fee is paid.

Contract: Typed after testing

Meeting with Principal

Date _____

Time _____

(Must be done before student starts school)

After meeting with Principal

Within 10 days of application--**student cannot start without contract signed and returned.**

Set up after ALL paperwork and registration fee is turned in and entrance testing is completed (preferred before June 1 for more accurate textbook order count).

Contract signed by parent, given to school board for signature and a copy returned to parent