

LCA REGISTRATION FORMS CHECKLIST FOR PARENTS – New Student

_____ NEW STUDENT

GRADE: _____

REQUIRED TO BE COMPLETED FOR NEW STUDENTS

- New Student Registration Application
- Reference Request (2 per student)
 - Reference Request Mailed Out (2 per student) Note: To be mailed out by LCA.
 - Reference Request Returned to LCA (2 per student)
- Student Records Release (except for non-transferring Kindergarten students)
- Medical Examination by Physician
- Copy of Immunization Records (such as DOH Green Card, Student Health Records, Doctor's Statement)
- Copy of Birth Certificate
- Media Release
- Consent to Treatment
- Financial Agreement
- Information Technology Acceptable Use Policy
Circle One: (K-Grade 2) (Grades 3-6) (Grades 7-12) – **To be signed by parent and student.**
- Parent/Guardian Contract
- Parent/Guardian Directory Information
- Parent/Guardian Volunteer Agreement (1 per family)
- Pick-Up Student Authorization
- Student Contract
 - Volunteer Driver Questionnaire (1 per driver) **(optional)**
 - Copy of Driver's License, Copy of Auto Insurance
 - Additional Progress Report **(if applicable – request copy if needed)**
 - Medication Administration **(if applicable – request copy if needed)**

INFORMATION HANDBOOK AND SHEETS TO TAKE HOME

- Handbook
- Allergy Guidelines
- Booster Seat Laws
- Code of Conduct for Volunteers
- Dress Code
- Health Requirements
- Immunization Requirement Summary
- School Closings
- School Supplies
- Volunteer Driver Requirements

FINANCIAL NOTES – CHECK ALL THAT APPLY

- REGISTRATION FEE PAID
- AUGUST TUITION PAID
- 1ST SEMESTER TUITION PAID
- ANNUAL TUITION PAID
- OTHER AS EXPLAINED:

CHECK NUMBER IF APPLICABLE _____