

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
 - Pastoral Recommendation Form
 - Student Records Release
 - Parent's Pledge and Responsibility Form
 - Handbook Acknowledgement
 - Festival Commitment
 - Tuition Information & Tuition Contract
 - Health Record Form

Step 2

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

Step 3

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

Step 4

If accepted the following paperwork will be needed.

- Family Info and Media Permission
- Emergency Medical Release and Action Plan
- Tuition Contract (if not already submitted)
- One Call Now Form
- Copy of Birth Certificate

If applicable:

- ❑ **Sports Involvement**
 - Sports Commitment Form
 - Sports Transportation Form
 - Concussion Form
 - Physical Form
 - Uniform Sign in / out Sheet