

NEW STUDENT CHECK LIST

Today's date _____

Name of Student _____

Entry Date _____

Initials of Person Registering Student _____

1. New Student Packet

Forms that need to be filled out:

_____ Master Information Sheet (blue) copies to front office and nurse

_____ Affirmation of Prior Discipline Record

_____ Record Request From (parent signature)

_____ Emergency Card/Medical History Forms

_____ Course Registration Sheet

_____ Home Language Survey

Forms for student

_____ Course Description Booklet

_____ Red and Gray Student Handbook, if available

_____ Administration handout (includes bus schedule, school calendar, etc.) if available

2. _____ Enter on New Student log (blue)

3. _____ Send for student records (**If faxing, please mail a hard copy of Request for Student Records also**)

4. _____ Make computer entry for student

5. _____ Obtain student number

6. _____ Obtain locker

7. _____ Make _____ permanent record card
_____ guidance card
_____ two files (1 guidance and 1 front office)

8. _____ Give health records to Nurse