



## *Returning Student Checklist*

20\_\_ - 20\_\_

***The following list of items should be included with your registration at the time of submission.***

### **Completion of your current school year:**

- \_\_\_\_ Send a copy of each child's report card to the office, final grades and cumulative days/hours are maintained on your child's permanent record.)
- \_\_\_\_ High School Only: Include course codes with grade
- \_\_\_\_ Submit final month's attendance records
- \_\_\_\_ Pay any outstanding school fees

### **Completion of re-enrollment process:**

- \_\_\_\_ Complete *Returning Student Registration Form*
- \_\_\_\_ Complete the *Tuition Schedule Form*
- \_\_\_\_ Complete the *Family Activity Form*
- \_\_\_\_ Complete the *Curriculum Outline* for each student
- \_\_\_\_ Notify office if you intend to enroll any student for the first time
- \_\_\_\_ Update immunizations, as needed for K5 and 7<sup>th</sup> grade students
- \_\_\_\_ For High School students only:

Please contact Deirdre Brand, High School Academic Advisor, to make a four-year planner appointment. She can be reached at [TheBrands@aol.com](mailto:TheBrands@aol.com) or by phone or text 352-804-0114