

ENROLLMENT PACKET INSTRUCTIONS

Enrollment forms may be filled out during enrollment week or at the April Parent Meeting. Please complete the Family Enrollment Form, the Medical Form, and the Church School Enrollment Forms here and turn them back in to the receptionist. You may take home the Statement of Commitment and the Code of Conduct that require signatures other than your own. If you wait to fill out your forms at the parent meeting, please return them to your coordinator. The coordinator will give you the paperwork you need for next year. Those who fill these out during enrollment week will need to go to their coordinator at the parent meeting to get their paperwork for next year. **Any forms taken home must be returned by May 10.**

Please check for the following before you hand in your forms:

1. Fill out the forms in **black ink**.
2. **Both parents** sign the Statement of Commitment. If one parent is not present, you may take this form home to be signed and return it by May 10.
3. Your Church School Enrollment Form should be **signed in two places**.
(Sections I and III)
4. Make sure **birthdates** match on all the forms and that the correct year is given, not 2006.
5. Each of your **students** and one **parent** should **initial** by each of the rules on the Code of Conduct Form and then **sign** at the end.

FORM	DUE DATE
Family Enrollment Form One per family	Before you leave

Church School Enrollment Form One per enrolled child	Before you leave
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Statement of Commitment (signed by both parents) One per family	By May 10
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Medical Form One per family	Before you leave
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Code of Conduct	By May 10
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After completing the above forms and returning them to your coordinator, you will receive:

FORM	DUE DATE
Curriculum Inventory One per student gr. 1-8	August Parent Meeting

Yearly Attendance Form	January conference/May records check
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Keep the following forms:

Summer Calendar
Parent Requirements

