

**GUIDANCE OFFICE  
REQUIRED DOCUMENTS CHECKLIST  
NEW STUDENTS**

Child's Name \_\_\_\_\_ Grade: \_\_\_\_\_

| DOCUMENTS                                 | RECEIVED<br>CHECK | PENDING | COMMENTS |
|---|-------------------|---------|----------|
| ELIGIBILITY FORMS                         |                   |         |          |
| SPONSOR'S ORDERS                          |                   |         |          |
| VACCINATION RECORDS                       |                   |         |          |
| BIRTH CERTIFICATE                         |                   |         |          |
| SOCIAL SECURITY                           |                   |         |          |
| PHYSICAL RECORD                           |                   |         |          |
| PROOF OF COMPLETION<br>OF PREVIOUS GRADES |                   |         |          |
| INITIAL SCREENING FORM                    |                   |         |          |
| REQUEST FOR RECORDS                       |                   |         |          |
| SPECIAL EDUCATION INFO.                   |                   |         |          |

Physical forms must be brought in to the Nurse's Office within three weeks or as soon as the physical is done and the form is filled out by the doctor. Failure to turn in a physical or the vaccination record will result in the suspension of the child from the school system until said items are turned in.

Any other pending documents must be brought in to the school within five working days.

I hereby acknowledge that I have read and fully understand the above requirements.

\_\_\_\_\_

PARENT'S SIGNATURE

\_\_\_\_\_

DATE