



1071 Woodberry Sq. Pl. • Lynchburg, VA 24502 • (434) 525-0061

Student Folder Checklist
2017-2018

Student's Name: _____

FROM APPLICATION PACKET:

- New Student Application
- Enrollment Contract (marked paid once deposit is received)

IN THIS PACKET:

- Registration Form with two **LOCAL emergency contacts with complete addresses/phone numbers**
- Photo Release Form and, My Commitment/Handbook Signature
- Emergency Contact Sheet (also kept in emergency binder)
- Physical Examination Form (School Entrance Health Form)
Within 3 months prior to attendance for children through 18 mos.,
within six months prior to attendance for children 19 mos. through 24
mos., and within 12 mos. prior for children 2 years of age through 5
years of age-**signed by your doctor or health professional**
- Copy of Current Immunization Form **signed by a physician, his designee, or an official of the local health department** (page 2 of School Entrance Health Form is acceptable)

ADDITIONAL PAPERWORK:

- Copy of child's birth certificate (or look at original and record on back of registration form)