



Enrollment CHECKLIST

Welcome to Keystone Academy!. Please read, and initial each item as you complete it. Incomplete packets will not be processed and student will not be officially enrolled until missing information is submitted. Forms may be printed out and mailed in or saved on your computer and emailed in as an attachment. Please complete and mail the packet in **within 2 weeks**, or call for an extension.

This packet is due back by: _____

Do NOT withdraw your student from his/her current school before enrollment is complete.

- _____ **Enrollment Application-** One per student.
- _____ **Birth Certificate-** please attach a photocopy to be kept in cume file.
- _____ **Immunization Record-** please attach a photocopy/scan email of the yellow card to be reviewed by the staff.
- _____ **Report of Health Exam for School Entry (For Students Entering a CA public or private school in Kindergarten or 1st grade, or transferring from a school outside of CA)** Use the form from KA, *and make sure the physician signs it. Waivers are available upon request. Tdap is the new requirement for all 7th – 12th students in 2011.*
- _____ **Enrollment Agreement**—Both parents must sign and read thoroughly.
- _____ **HSLDA Application**— Complete the online application available at www.hslda.org.
- If already a member:** HSLDA Member number _____ Expiration date _____
- _____ **Teacher Qualifications-** Complete one for each Parent/teacher. Include Sunday school or other volunteer teaching experience.
- _____ **Accessories Order Form** – T-shirt orders are due with this packet or no later than the September Teacher Training Meeting. Other items as available. Separate check.

Items listed above must be completed and returned by date shown above. Please return this checklist with the forms
Items below are due in the office on August 21.

- _____ **Proposed Course of Study/Final Grade form**—Complete one per student at an Elementary (K—6th grade) or Jr/Sr High (7th—12th) level. Turn in one copy and keep a teacher copy.
- _____ **Course Descriptions**— For Jr/Sr (7th—12th grades) One page per Course (subject). Each student should have 6 or 7 completed Course Description forms unless approved in advance. Keep a copy for your records.

Print Last, First name of Parent Teacher _____ Date _____ E-mail address _____