



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. **Enrollment fees discount for early enrollment. Enrollment fees increase after June 20.**

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. *Tdap booster is required for all students entering 7th grade. Waiver requested.*

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. Waiver requested.*

Enrollment Agreement—Both parents must sign and read thoroughly.

HSLDA Application— Complete the online application available at www.hslda.org. (Use group #289005 for discount.)
 Attach copy of membership card.

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, yearbook and graduation for K, 8th and 12th. T-shirt and yearbook also available online under the Keystone tab.

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 by the welcome back meeting.

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

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