



**Re-Enrollment
Checklist & Teacher
Qualification Update
2015/16**

Re-Enrollment Checklist

Thank you for choosing to re-enroll in KA. This list is provided to assure that your packet is complete today. Please read, and initial each item as you complete it. If this packet is partially completed, it will be held unprocessed while you complete the missing items.

Re-Enrollment Application- One per student. Update family information on separate sheet.

Both parents must sign.

7th grade students check here and attach proof of t-dap booster verification. Waivers available on request

Enrollment Agreement—One parent must sign and read thoroughly.

HSLDA Renewal - Attach copy of membership card. (Use group #289005 for discount.)

Teacher Qualifications- Complete one for each Parent/Teacher (below).

Accessories Order Form – T-shirt, Yearbook, and Graduation for K, 8th, & 12th. T-Shirt and yearbook also available online under the Keystore tab.

Items listed above are due at **re-enrollment, June 13, 2016.**

Items below are **due at re-enrollment for year round enrollment** and in the office by **August 21, 2016** for traditional enrollment. **Please return this checklist with the forms.**

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, 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. Keep a copy for your records.

Print Name

Date

Teacher Qualification Update 2016/17

Complete one form for each teacher (copy if necessary). List *any* training accomplished during the **previous** year. Include general teacher training and specific education (i.e. Chea conference) . Please check the Keystone teacher training meetings attended. List course date, and certificates or degrees earned.

DATE	SUBJECT	CERTIFICATE (if applicable)
9/14/15	Welcome Back Meeting - Tom Gerl	
9/16/15	Earthquake Prep Day	
11/9/15	Pastor Johnny Trevino	
2/11/16	Rebecca Kocsis - History of CHEA - Finishing Strong	
4/8/16	Spring Fair and Talent Show	
6/13/16	Curriculum Update, Jr. & Sr. High Workshop	