

Congratulations on being accepted at The Museum School and welcome!

Our re-enrollment/registration period has begun for all students. **The absolute deadline for registration/re-enrollment is AUGUST 2, 2016.** Listed hereunder are the documents included in this packet as well as a request for additional required documentation to complete the registration process. **PLEASE DO NOT FAX ANY DOCUMENTS.** **Due to closure of the school this summer because of renovation construction, I will accept completed packets via scan and email. If you choose to deliver your completed packets to me in person, I will be available on the dates and during the timeframe specified set forth in the email.** FOR THE FIRST TIME THIS YEAR, DOCUMENTS FOR REGISTRATION/RE-ENROLLMENT HAVE BEEN ADDED TO OUR WEBSITE FOR DOWNLOAD AND PRINT. PLEASE VISIT www.themuseumschool.org TO RETRIEVE THE INFORMATION AND FORMS YOU NEED FOR EITHER REGISTRATION AS A NEW STUDENT OR RE-ENROLLMENT AS A RETURNING STUDENT.

PLEASE FIND ATTACHED THE FOLLOWING:

1. **Student and Household Registration Packets:** Please complete these forms in their entirety, printing legibly so there is less chance for error in transferring your information to the database. **You must complete one of these forms for each student in your household.**
2. **Student Information Request Form:** The primary function of this form is to provide information for the student directory and easy access to student information outside the database in the event of an emergency. **Only one form should be completed for each household.** If you have students in your household with a different last name, please include the full name of that student on one of the designated lines 1-5.
3. **Dismissal Arrangements:** **This form must be completed in its entirety and one should be completed for each student in your household.**
4. **Student Records Request:** Please complete this form by inserting the (a) student's name, (b) DOB, (c) last school attended, (d) school address, phone and fax if available, (e) sign and date. This form will be used to obtain your student's records from the previous school attended.

DOCUMENTATION REQUIRED IN ADDITION TO THE ABOVE: [PLEASE READ CAREFULLY]

1. **Form 3231 – Immunization Record** – must be complete and up-to-date. *(see attached reference material)*
 - (a) **Kindergarten** – Form must have an “x” placed in the block indicating “complete for school attendance” or “complete for K through the 6th grade”
 - (b) **Grades 06 and above** – Form must have an “x” placed in the block indicating “complete for K through the 6th Grade” or “complete for 7th grade or higher”
 - (c) **Religious Exemptions:** A notarized statement must be presented to the school by the parent/guardian and it must meet the following criteria: (i) state that their religious beliefs conflict with immunization requirements, (ii) statement must be signed and dated by parent/guardian in the presence of a Notary Public, (iv) statement must be presented to the school in lieu of immunization certificate form 3231 and (v) the statement cannot contain an expiration date.
2. **Form 3300 – Certificate of Eye, Ear and Dental Exam:** This certificate must be received for all incoming students, all grade levels. Your pediatrician can perform all exams necessary to satisfy the requirements for this certificate, including dental.
3. **Updated Proof of Residency Documents:** Please provide 1 or 2 of the following documents as applicable to your current living situation:
 - (a) **Expired Leases:** (i) Updated, current lease if your lease has expired since the date of application and (ii) current utility bill – gas, water or electric. If you have an expired lease but continue to rent on a month-to-month basis, please provide an official business letter or affidavit from your landlord, signed by all parties, stating that you are still residing in the property, paying rent on a month-to-month basis, and you are current on your rents.
 - (b) **Relocation or Change in Living Arrangements:** If you have relocated or changed your living arrangements in any way since the time of application, please provide new proof of residency documents in accordance with the enrollment guidelines: (i) copy of a deed, mortgage, lease or current monthly mortgage statement and a (ii) copy of a current utility bill – gas, water or electric. **If this change involves legal documentation or an Affidavit of Residency please contact the Registrar directly.**
 - (c) **No Change in Residency Since Time of Application:** If you own your property, provided a long-term lease that has not expired or an affidavit of residency at the time of application and have not otherwise experienced any changes in your residency status since that time, please submit the following: current utility bill – gas, water or electric.