

Welcome back for the 2016-2017 school year!

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 RETRIVE THE INFORMATION YOU NEED FOR EITHER REGISTRATION AS A NEW STUDENT OR RE-ENROLLMENT AS A RETURNING STUDENT.

PLEASE FIND ATTACHED THE FOLLOWING:

1. **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 should 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.
2. **Dismissal Arrangements:** **This form must be completed in its entirety and one should be completed for each student in your household.**

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 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.