

CHECKLIST FOR PARENTS OF RETURNING STUDENTS - 2018-2019:

PLEASE READ THOROUGHLY AND FOLLOW INSTRUCTIONS CAREFULLY SO AS NOT TO JEOPARDIZE THE RE-ENROLLMENT OF YOUR STUDENT.

DOCUMENTATION REQUIRED FOR RE-ENROLLMENT OF RETURNING STUDENTS

Student Information Request Form: This form is required for every student enrolled in TMS. 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 (1) form should be completed for each household.** If you have a student or students within your household with a different last name, please include the full name of that student(s) on one of the designated lines AND also complete and submit an individual form for them as well.

Dismissal Arrangements: This form is required for every student enrolled in TMS. **This form must be completed in its entirety and one should be completed for your household.** Please follow the same guidelines listed in No. 1 above if you have a student or students within your household with a different last name.

HEALTH FORMS Our nurse will keep these documents on file for our students. The information you provide will be vital to the health and safety of your children while they are on campus each day. Please be diligent when reading through these documents and completing them if they are applicable to your student. If none of them apply, you are still required to return them with your registration packet as indicated below

Instructions Regarding FARE and Medical Authorization Form: This document is included as a guideline for completing the required health forms.

FARE (Food Allergy and Anaphylaxis Emergency Care Plan): This form is required and should be submitted annually for every student enrolled in TMS. If the form is not applicable to your student, please indicate so by marking on the face of the document "N/A" and return.

Medical Authorization Form: This form is required and should be submitted annually by every student enrolled in TMS. It applies to students who need to take prescription and/or non-prescription medications while on school campus. If the form is not applicable to your student, please indicate so by marking on the face of the document "N/A" and return it with the packet.

Asthma Card: This is a new form this year and is required to be submitted by every student enrolled in TMS. This form is a must-have for those students with severe asthma or those that require medication throughout each school day as a result of their asthma. If the form is not applicable to your student, please indicate so by marking on the face of the document "N/A" and return it with the packet.

Additional Health Information Forms: There may be additional health information forms included with the registration packet which may or may not be applicable to your student. These forms are in the approval stage now and will be posted on the website at the time of re-enrollment/registration. If there is a form not applicable to your student you will submit it anyway marked "N/A".

Form 3231 - Immunization Record - must be complete and up-to-date. We are audited by the State Department of Health annually at the beginning of the school year on this form. The 3231 is required for completion of enrollment BEFORE your child enters school. If we are audited and we do NOT have your student's 3231, you will receive a 10-day letter from the State advising of non-compliance and the potential withdrawal of your student.

Form 3231 - Immunization Record - must be complete and up-to-date.

(a) **Grades 01- 05** - These forms are NOT required for returning students grades 1-5 UNLESS there has been a change in vaccinations since last submitted

(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. If the proper waiver is submitted this will suffice throughout enrollment at TMS -Grades KK-8. The State form has been added to our website for your convenience

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. It is not

necessary to update this form year after year unless there is a change in vision, hearing, etc. that needs to be reported.

THE DEADLINE FOR SUBMITTING MANDATED HEALTH RECORDS, FORMS 3231 - IMMUNIZATION RECORD and FORM 3300 - EAR, EYE AND DENTAL CERTIFICATION, IS 07/27/2018. NO EXTENSIONS, NO EXCEPTIONS. If forms are not received by the deadline, it may jeopardize your student's re-enrollment.

Updated Proof of Residency Documents: Please provide 1 and/or 2 of the following documents as applicable to your current living situation:

- (a) **Expired Leases - Please provide the following:**
- (i) Updated, current lease if your lease has expired
 - (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 amendment to the original Lease, 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. **If utilities are included in your lease, please insure this is specified in the lease and/or provide a separate statement from the landlord to this effect. In this event you will need to provide a copy of "official business mail" as your 2nd proof of residency, i.e., insurance bill, W-2, 1099, bank statement, etc.**

- (b) **Relocation or Change in Living Arrangements:** If you have relocated or changed your living arrangements in any way since the commencement of the 2017-2018 schoolyear, 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 an Affidavit of Residency please contact the Registrar directly at registration@themuseumschool.org.**

- (c) **NOTE TO RETURNING STUDENTS CURRENTLY ATTENDING UNDER AN AFFIDAVIT OF LEGAL RESIDENCE:** These documents must be re-submitted annually so please keep this in mind when preparing for re-enrollment of your returning student. Parents of returning students must submit a new Affidavit for the 2018-2019 schoolyear along with the supporting documents accompanying this form. **The appropriate form will be posted on our website at the time of notification.**

(d) **No Change in Residency Since Time of Application**: If you own your property or provided a long-term lease for 2017-2018 (not expired) 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. **If utilities are included in your lease, please insure this is specified in the lease and/or provide a separate statement from the landlord to this effect. If you submitted an Affidavit of Legal Residence you will need to update with the (1) owner's utility bill. Under either scenario you will need to provide a copy of "official business mail" as your 2nd proof of residency, i.e., insurance bill, W-2, 1099, bank statement, etc.**

(d) If you anticipate a change in residency before the commencement of the 2018-2019 schoolyear, please upload new proof of residency documents **prior to the first day of school, 08/02/2018**, and send them to our Registrar at tmsuploads@themuseumschool.org

(e) If you experience a change in residency after **08/02/2018**, at any time during the 2018-2019 schoolyear, please be sure to upload the required proof of residency documents as specified herein and send them to the Registrar at tmsuploads@themuseumschool.org

PLEASE DIRECT ANY QUESTIONS ABOUT THIS PROCESS TO THE REGISTRAR AT registration@themuseumschool.org