the museum school
OF AVONDALE ESTATES

INSTRUCTIONS FOR RE-ENROLLMENT OF TMS RETURNING STUDENTS

Welcome back to TMS students returning for the 2017-2018 school year!

Listed hereunder is the list of documentation required to complete the re-enrollment process. PLEASE DO NOT FAX ANY DOCUMENTS.

Our re-enrollment/registration period for all students is now open and will run through 07/17/2017. The absolute deadline for registration/re-enrollment is MONDAY, 07/17/2017; no extensions, no exceptions.

All registration documents are to be completed and submitted to the Registrar electronically. Separate instructions are included for this task. Once all documents are completed and any additional documentation uploaded, the folder should be sent to the Registrar via the following email address: tmsuploads@themuseumschool.org.

You should have received the links to the registration/re-enrollment forms via email; however you can also access them on our website at www.themuseumschool.org

PLEASE COMPLETE AND SUBMIT THE FOLLOWING:

1. **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.**

2. **Dismissal Arrangements: This form is required for every student enrolled in TMS. It must be completed in its entirety and one (1) 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.**

3. **FARE (Food Allergy and Anaphylaxis Emergency Care Plan): This form is required and should be submitted 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.**

4. **Medical Authorization Form:** This form is required and should be submitted by 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 it with the packet.

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

1. **Form 3231 – Immunization Record** – must be complete and up-to-date; see (a) through (c) below

   (a) **Grades 01 through 05** – This form is not required annually UNLESS there has been a change in vaccinations since first submission in grade KK or if the form submitted at that time included an expiration date rather than being checked as "complete for school attendance"

   (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"; updated forms ARE required to be submitted for middle school grades 6-8

   (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

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. Once enrolled this form need only be provided if it is updated from the time of first submission, grades KK - 8.

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. 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 08/04/2016, please provide new proof of residency documents in accordance with the enrollment guidelines: (i) copy of a deed, mortgage, current monthly mortgage statement or a current, unexpired lease along with 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.

(c) **No Change in Residency Since 08/04/2016:** If there has been no change in your residency status since 08/04/2016, please submit the following: current utility bill – gas, water or electric.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE REGISTRAR VIA EMAIL AT

registration@themuseumschool.org