

STEP 2 OF 3 REGISTRATION INSTRUCTIONS FOR NEW STUDENTS TO TMS FOR 2018-2019

Congratulations on being accepted to The Museum School and welcome!

Listed hereunder is the list of documentation required to complete the registration process. **PLEASE DO NOT FAX ANY DOCUMENTS.**

All registration documents are to be submitted to the Registrar electronically. Separate instructions are included for this task. These same documents are also available for download and print. PLEASE VISIT www.themuseumschool.org to retrieve these forms.

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. If you are unable to download the documents referenced herein, complete them, scan them and return them electronically resulting in the need to deliver the documents referenced herein "in person", please contact the Registrar at the aforementioned email address to make arrangements for the same. **Please do not drop off any forms at the front desk.** Parents who upload and send the completed documents electronically as specified above will receive an "automated" receipt confirmation followed by a confirmation email once all documents have been received and reviewed by school personnel.

**PLEASE COMPLETE AND SUBMIT THE FOLLOWING DOCUMENTS BY MONDAY 04/23/2018:
(PLEASE READ CAREFULLY):**

1. **Intent to Enroll Form**: This form is required for every new student enrolled in TMS. It is the form that secures the spot after acceptance for enrollment and contains vital information which assists us in preparing for your student. Please complete this form in its entirety and return.
2. **DeKalb County Student and Household Registration Packet**: This form is required for every new student enrolled in TMS. Please complete this form in its 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 NEW student in your household.**
3. **Student Records Request**: This form is required for every new student to TMS. 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.

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

registration@themuseumschool.org