

**FOR PARENTS OF NEW STUDENTS 2018-2019:**

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

**DOCUMENTATION REQUIRED IN THE FINAL STEP OF REGISTRATION, STEP 3 OF 3:**

**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 Forms:** This document is included as a guideline completing the required health forms.

**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.

**Medical Authorization Form:** This form is required and should be submitted 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.

**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 schoolyear 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.

(a) **Kindergarten and Grades 01 - 05** - Form must have an "x" placed in the block indicating "complete for school attendance" or "complete for K through the 6<sup>th</sup> grade" forms with expiration dates will not be accepted

(b) **Grades 06 and above** - Form must have an "x" placed in the block indicating "complete for K through the 6<sup>th</sup> Grade" or "complete for 7<sup>th</sup> 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 appropriate State form can be found on our website.**

**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 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 since the date of application
- (ii) Current utility bill (within 30 days) - gas, water or electric

If you have an expired lease but continue to rent on a month-to-month basis, please provide (1) an amendment to the original Lease, (2) 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 2<sup>nd</sup> 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 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 an Affidavit of Residency please contact the Registrar directly at [registration@themuseumschool.org](mailto:registration@themuseumschool.org).**

(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 in February 2018, 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 2<sup>nd</sup> 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 [tmsuploads@themuseumschool.org](mailto: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](mailto:tmsuploads@themuseumschool.org)

**PLEASE DIRECT ANY QUESTIONS ABOUT THIS PROCESS TO THE REGISTRAR AT [registration@themuseumschool.org](mailto:registration@themuseumschool.org)**