

# ENROLLMENT CHECKLIST FOR ALL STUDENTS

## 2023-2024 School Year

**\* SCAN All Documents To Ensure Submissions Can Be Processed \***

**Highlighted Documents Are Required**

### **Student Information Request Form**

Click [here](#) to access online Student Information Form

This form is required for every student enrolled in TMS. The primary function of this form is for student information to be readily accessible outside of the state reporting database during the times in which the system is offline. 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.

### **Emergency Contacts for Early Release Form**

Click [here](#) to access the online Emergency Contacts Form

This form is required for every student enrolled in TMS. This form must be completed in its entirety and only one should be completed for your household. Please follow the same guidelines listed 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.

Form 3231 – Immunization Record – must be complete and current. 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. Upon completion of the audit, you will receive a 10-day letter from the State advising of non-compliance if your child's record is not current and risk the potential withdrawal of your student.

**The form must have an "x" placed in the block indicating....**

- Kindergarten – 6th as "complete for K through 6th Grade"
- Grades 01 - 06 *These forms are NOT required for returning students unless there has been a change in vaccinations since last submitted.*
- *Grades 07 and above – "complete for 7th grade or higher"*

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, FORM 3231** which is the IMMUNIZATION RECORD and **FORM 3300** which is the EAR, EYE AND DENTAL CERTIFICATION, IS **07/14/2023**. If forms are not received by the deadline, it may jeopardize your student's enrollment or re-enrollment.

### **Re-enrollment Proof of Residency:**

If you are the homeowner or have a current lease agreement **with no change in residency** since the previous school year, provide the following as it applies to your residence:

- (i) Current utility bill – gas, water or electric
- (ii) Lease agreement validating that the lease is current

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 ensure 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., medical benefits or insurance statement, W-2, tax return/1099, bank statement or letter of account, car registration or auto insurance with the address included on the document.

If you have **relocated or changed your living arrangements** in any way since the Fall of the previous 2022-2023 school year, please provide new proof of residency documents in accordance with the enrollment guidelines:

- (i) copy of a current utility bill – gas, water or electric and
- (ii) copy of a deed or mortgage statement, or lease agreement

**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 2023-2024 school year along with the supporting documents accompanying this form. The appropriate form will be posted on our website.

\* ALL signatures must be notarized - Page 3 AND Page 4.



# 2022-2023 STUDENT INFORMATION FORM FOR ALL TMS STUDENTS

THIS FORM IS REQUIRED FOR EACH STUDENT ROSTER POSITION

[Sign in to Google](#) to save your progress. [Learn more](#)

\* Required

Email \*

Your email

HOUSEHOLD NAME (Last Name of Student(s)) \*

Your answer

PARENT/GUARDIAN COMPLETING THIS FORM \*

Your answer

1) CHILD'S FIRST AND LAST NAME (as it appears on the birth certificate),  
GRADE LEVEL, and DATE OF BIRTH \*

Your answer

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2) CHILD'S FIRST AND LAST NAME (as it appears on the birth certificate),  
GRADE LEVEL, and DATE OF BIRTH

Your answer

.....

3) CHILD'S FIRST AND LAST NAME (as it appears on the birth certificate),  
GRADE LEVEL, and DATE OF BIRTH

Your answer

.....

4) CHILD'S FIRST AND LAST NAME (as it appears on the birth certificate),  
GRADE LEVEL, and DATE OF BIRTH

Your answer

.....

**RESIDENCE ADDRESS OF STUDENT \***

Your answer

.....

**RESIDENCY STATUS & REQUIRED DOCUMENTS \***

NEW ADDRESS: Email Copy of Mortgage Statement/Deed or Lease Agreement AND Current Utility Statement (Utility must be Gas, Electric or Water ONLY)

ADDRESS UNCHANGED: RENTERS: Email Copy of UNEXPIRED Lease and Current Utility Statement (Utility must be Gas, Electric or Water ONLY)

AFFIDAVIT OF RESIDENCE: Email EACH School Year Completed Form and Supporting Documents



ADDRESS UNCHANGED: HOMEOWNERS: Email Copy of Current Utility Statement  
(Utility must be Gas, Electric or Water ONLY)

HOUSEHOLD PARENT (1): NAME & EMAIL \*

Your answer

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HOUSEHOLD PARENT (1): PHONE NUMBER Format required (area code) xxx-  
xxxxx \*

Your answer

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HOUSEHOLD PARENT (2): NAME, PHONE, EMAIL

Your answer

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SECONDARY HOUSEHOLD PARENT (1): NAME, PHONE, EMAIL

Your answer

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SECONDARY HOUSEHOLD PARENT (2): NAME, PHONE, EMAIL

Your answer

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SECONDARY ADDRESS (Optional)

Your answer

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**MEDIA RELEASE:** Do you authorize for your child to be photographed and/or videotaped, and for images of your child to be published or included in school publications, on school website, Exhibit Night displays and promotional pieces such as brochures and news articles promoting the school? \*

- YES, I give my permission for my child to be photographed and/or videotaped.
- NO, I DO NOT give my permission for my child to be photographed and/or videotaped.

A copy of your responses will be emailed to the address you provided.

Submit

Clear form

Never submit passwords through Google Forms.



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Forms