

# ENROLLMENT CHECKLIST FOR ALL STUDENTS 2024-2025 School Year

**REQUIRED** FOR ENROLLMENT OR RE-ENROLLMENT

*\*\*Only PDF document files will be processed\*\**

Submit to: [REGISTRATION@themuseumschool.org](mailto:REGISTRATION@themuseumschool.org)

## **Student Information Request Form**

Click [here](#) to access online Student Information Electronic Form (*do not print*)

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 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.

## **Emergency Contacts for Early Dismissal Form**

Click [here](#) to access the online Dismissal Electronic Form (*do not print*)

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 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 - Form must have an "x" placed in the block indicating "Complete for K through 6th Grade"
- Grades 01 - 06 –These forms are NOT required for returning students grades 1-6 UNLESS there has been a change in vaccinations since last submitted
- Grades 07 and above – Form must have an "x" placed in the block indicating "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 K-8. The State form has been added to our website for your convenience.

Form 3300 – Certificate of Eye, Ear, Dental and Nutrition 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, DENTAL AND NUTRITION CERTIFICATION, IS **07/1/2024**; extensions only by request. If forms are not received by the deadline, it may jeopardize your student's enrollment or re-enrollment.

### **UPDATED PROOF OF RESIDENCY REQUIRED FOR ALL RETURNING STUDENTS**

If you have relocated or changed your living arrangements in any way since the start of the previous 2023-2024 school year, please provide new proof of residency documents in accordance with the enrollment guidelines:

- (i) Current utility bill – gas, water or electric|
- (ii) Mortgage statement or Deed, New Lease or Rental agreement

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.

**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 2024-2025 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.

If **No Change** in Residency....

**If No Change in Residency**

Please provide the following documents:

- (i) copy of a current utility bill – gas, water or electric is ***required for all and***
- (ii) copy of a current lease or rental agreement