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**STUDENT REGISTRATION CHECKLIST 2019-2020**

If you would like to have your application considered to be part of our school family, please complete / obtain the forms below.

***(Please select one)*  New student -or- Returning student**

**PHASE 1 - Before the Admissions Committee can consider an applicant for admission, the committee must receive the following forms & fees:**

\_\_\_\_\_ Admissions Application & Parent Cooperation Agreement

\_\_\_\_\_ Do you have scholarship award letter? **If you answered yes, please present copy with the Admissions Application Form**

**If you answered no, are you currently in the process of applying? YES/NO If yes, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

\_\_\_\_\_ \*Student Record Release – *permission for Indigo Christian Junior Academy to request / review the following records from previous school.*

*\*(This document is required for new students only.)*

\_\_\_\_\_ Financial Agreement and meeting with treasurer

\_\_\_\_\_ Application Fee $25 – **(New Students Only)** Date received: \_\_\_\_ /\_\_\_\_ /\_\_\_\_ Cash \_\_\_\_Receipt # \_\_\_\_\_\_\_\_\_\_ Check # \_\_\_\_\_\_\_\_

\_\_\_\_\_ ICJA placement testing and teacher principal interview as needed

**PHASE 2 - If your child is accepted, the following documents and fees are required before the registration process is complete:**

\_\_\_\_\_ Registration Fee $450.00 – Due by: \_\_\_/\_\_\_/\_\_\_ Date received: \_\_\_ /\_\_\_ /\_\_\_ Cash \_\_\_\_ Receipt # \_\_\_\_\_\_\_\_Check # \_\_\_\_\_\_\_

\_\_\_\_\_ Media Release – *Permission or denial regarding the use of child’s name and photo, in all forms of distribution or media*

\_\_\_\_\_ Handbook Acknowledgment / Agreement

\_\_\_\_\_ CURRENT Physical Examination Form completed by a physician. (before school begins)

\_\_\_\_\_ UP TO DATE Florida Certificate of Immunization (Form DH 680)

\_\_\_\_\_ Birth Certificate Copy (Passport for foreign students)

\_\_\_\_\_ Medical Consent Form

\_\_\_\_\_ Student Allergy Form

\_\_\_\_\_ Student Medication Form

\_\_\_\_\_ Transportation Approval List

\_\_\_\_\_ Field Trip Permission Form

\_\_\_\_\_ Uniform and PE Shirt Order form with payment

\_\_\_\_\_ Morning & Aftercare Registration with payment entered on after Morning & Aftercare registration form*.*

**THIS SECTION IS FOR OFFICE USE ONLY:**

*All items must be received before presentation to the Admissions Committee*

* Scholarship award letter – date received \_\_\_/\_\_\_/\_\_\_
* Student reference form from last school attended – date received \_\_\_/\_\_\_/\_\_\_
* Most recent achievement test results – date received \_\_\_/\_\_\_/\_\_\_
* Psych-educational data:
  + Psychological Report
  + Educational Evaluation
  + IEP – date received \_\_\_/\_\_\_/\_\_\_
  + Medical 504 plan
* Most recent report card – date received \_\_\_/\_\_\_/\_\_\_
* ICJA placement test – Completed and graded.
* Teacher Interview – Date of interview: \_\_\_/\_\_\_/\_\_\_ Teacher Initials \_\_\_\_\_\_
* Principal Interview - Date of interview: \_\_\_/\_\_\_/\_\_\_ Teacher Initials \_\_\_\_\_\_