



# Sacred Heart Catholic School

Gervais

## Registration Checklist

**Family Name:** \_\_\_\_\_

Make sure all appropriate forms are completed and turned in. Thank you.

	Pre or Kinder	New Student	Returning Students
<input type="checkbox"/> \$200 Registration Fee per Student	✓	✓	✓
<input type="checkbox"/> Tuition Contract	✓	✓	✓
<input type="checkbox"/> Pastor Agreement Form	✓	✓	✓
<input type="checkbox"/> Archdiocese Driver Information Form	✓	✓	✓
<input type="checkbox"/> Bus Transportation Rules	✓	✓	✓
<input type="checkbox"/> Student Picture/Directory/Website Release	✓	✓	✓
<input type="checkbox"/> Student Youth Emergency Information & Procedure	✓	✓	✓
<input type="checkbox"/> Transportation Authorization Form	✓	✓	✓
<input type="checkbox"/> Emergency Card	✓	✓	✓
<input type="checkbox"/> Archdiocese Background Check Form (if applicable)	✓	✓	✓
<input type="checkbox"/> Certificate of Immunization Status	✓	✓	
<input type="checkbox"/> Copy of Birth & Baptismal Certificate	✓	✓	
<input type="checkbox"/> Cumulative Record Information	✓	✓	
<input type="checkbox"/> Pupil Medical Record	✓	✓	
<input type="checkbox"/> Request for Student Records		✓	

The enclosed **Archdiocese Driver Information Form** must be completed and returned to the school office if you plan on transporting students on field trips, Outdoor School, sports events, etc. The following criteria must be met:

- Drivers must be 21 years of age or older.
- Drivers must have a valid, unrestricted Oregon driver's license with a good driving history.
- The vehicle must have valid and current registration and license plates.
- The vehicle must be insured for the minimum State of Oregon requirements of \$25,000/\$50,000/\$10,000.

A form is required for all drivers. If you need additional forms, contact the office. Please keep in mind that only students enrolled at Sacred Heart School may go on field trips.

**The Certificate of Immunization Status Form** must be returned to the school office before August 31, 2019 in order to verify immunizations are current. As mandated by the Archdiocese and the State of Oregon, the possibility exists that your child may not be admitted to school if their immunizations are not up to date.

**Pupil Medical Record** information is also required. It is highly recommended that any student entering the school for the first time also have a physical examination. For your information, students who will be participating in sports during the school year will be required to supply verification of a physical examination and results. A physical is required every two years.

**Request for Student Records Form** must be submitted for each

new student enrolling. Please be sure you list your student's name, sign and date the form.

**A Student Youth Emergency Information & Procedure Form** must be completed for each student. Please be sure to fill it out completely. Be certain the school has all your contact information should we need to quickly reach you or family regarding your child's well being. It's prudent to list cell phone numbers on this form, they won't be published in the student directory unless we have your authorization.

**Tuition Contract:** Once your registration checklist has been reviewed and appropriate payment made in the school office, you'll receive a copy of your contract for your records.