

# Forms Checklist for Registration

## Needed at the time of Registration

Registration Application (6 pages) \_\_\_\_\_  
Registration Information (2 pages) \_\_\_\_\_  
Child Information Sheet (2 pages) \_\_\_\_\_  
Desired Program/Tuition and Fees (1 page) \_\_\_\_\_  
Authorization for Emergency Treatment (1 page) \_\_\_\_\_  
Birth Certificate/Proof of Identity (new students) \_\_\_\_\_

Statement of Responsibility \_\_\_\_\_

Pick-Up Authorization \_\_\_\_\_

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

DSS Sworn Statement \_\_\_\_\_

\$90 Registration Fee \_\_\_\_\_

Last Month's Tuition \_\_\_\_\_

\$23 Background Check Fee (every three years) \_\_\_\_\_

VA DSS CPS Background Check  
(Needed every 3 years and must be notarized;  
not needed if Buying Out) \_\_\_\_\_

VA State Police Criminal History Check  
(Needed every 3 years; not needed if Buying Out) \_\_\_\_\_

Financial Agreement \_\_\_\_\_

## Needed no later than 1 week before the start of the school year

Updated School Entrance Health Form \_\_\_\_\_  
(if your child has a birthday between 31<sup>st</sup> of May and the 31<sup>st</sup> of August)

Adult TB Test Results  
(Needed every 2 years; not needed if Buy Out) \_\_\_\_\_

## Optional Forms

Nursery Use Form  
(if nursery needed for younger siblings) \_\_\_\_\_

Substitute Teacher Form \_\_\_\_\_