

Checklist for Registration

Needed at the time of Registration

- **Registration Application (5 pages)** _____
 - **Registration Information (2 pages)** _____
 - **Child Information Sheet (2 pages)** _____
 - **Authorization for Emergency Treatment (1 page)** _____
 - **Birth Certificate/Proof of Identity (new students)** _____

- **Pick-Up Authorization** _____

- **Field Trip Permission** _____

- **Virginia DSS Sworn Statement or Affirmation** _____

- **\$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)

Needed after registration confirmed

- **Financial Agreement (office will provide)** _____

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

- **School Entrance Health Form** _____

- **Adult TB Test Results** _____
(Needed every 2 years; not needed if Buy Out)

Optional Forms

- **Nursery Use Form** _____

- **Substitute Teacher Form** _____