

Student Name: _____

Parent/Guardian: _____

Registration Checklist 2017-2018

Please accurately fill out each of the applicable documents listed below. If this is being completed at Registration, principal or secretary will check over sheet upon completion.

ONLY for students entering MJA for the first time

- _____ Health Appraisal (Required for all students entering a Michigan school for the first time. Recommended for K, 7th and all students new to Metro Jr Academy) (Green)
- _____ Birth Certificate (need a copy in each student file)
- _____ Application Questionnaire (1 per student) (White)
- _____ Student Records Release (White)

Complete for ALL students

- _____ Admission Application (1 for each student) (White)
- _____ Student Behavior Contract (1 per student) (On back of application)
- _____ Student Release List (if applicable) (Ivory)
- _____ Health Review (1 per student) (Blue)
- _____ Consent to Treatment/Health Insurance/ Permission Slip (1 per student) (White)
- _____ Updated Immunization List/Grades K, 7th & all new students. (if applicable is completed by doctors office) Immunization Waivers are now issued & signed by local Health Dept.
- _____ Internet Policy/Permission (1 per student) (Bright green)
- _____ Field Trip Driver Form (if applicable) (Pink)
- _____ Permission to Dispense OTC Meds (Gray)
- _____ Student Photo Release (Gold)
- _____ Parents Email Address Information (Lilac)
- _____ Volunteers Needed for Home & School Leader (Orange)
- _____ Treasurer: Fill out payment plan and pay fees. Pay any leftover balance.