**Administration Checklist** *\*Office use ONLY\**

Proof of Residency verified by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proof of Behavioral Report verified by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Birth Certificate
* Proof of Residency
* Parent Photo ID
* Immunization Records
* Custody Documents ( if applicable)
* $100 Application Fee (Any additional Student Application Fees)
* Current Report Card (1st/2nd)
* Letter of Recommendation/ Attendance Report or if not on the behavioral report\* report card\*
* IEP
* State Test Results( if any)
* Signed Admission Policy
* Signed Statement of Faith
* Parent & Student signed Student Code of Conduct Form
* Received, Read and signed Acknowledgment of having read the Student & Family Handbook

This document was filled out by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_