

**EMMANUEL LUTHERAN SCHOOL  
REGISTRATION CHECK LIST FOR  
GRADE-SCHOOL ENROLLEES**

*(PLEASE CHECK OFF AND RETURN TO SCHOOL OFFICE UPON COMPLETION)*

**For child:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The following fees and forms are required ANNUALLY to ensure your child a position in our school. Please complete and submit by Forms and Fees Day in August, unless otherwise stated:

- \_\_\_\_\_ 1. The non-refundable **registration fee**, submitted with all applicable forms listed below, is due by June 1 to guarantee your child a position, or no later than the first day of school. (Make checks payable to Emmanuel Lutheran School.)
- \_\_\_\_\_ 2. A non-refundable **Kindergarten (Dial) Test Fee** for all rising kindergarteners is due at the time of Dial-3 testing. (Make checks payable to Emmanuel Lutheran School.)
- \_\_\_\_\_ 3. **Student Enrollment Contract**, including **Parent Commitment** and **Tuition Payment Agreement**, BOTH of which MUST BE signed by all responsible parties. (Available at [www.emmanuelutheranschool.org](http://www.emmanuelutheranschool.org).)
- \_\_\_\_\_ 4. **Contact Information Update**, containing current parent contact, emergency and medical information. **PLEASE NOTE:** If you do NOT want some of your information published in the Family Directory, please STAR \*\*\* IT!
- \_\_\_\_\_ 5. **Permission for Use of Child's Photo**- log sheet will be signed on Forms & Fees Day.
- \_\_\_\_\_ 6. The **Parent Handbook** is available online for all parents. Sign-Off Sheet must be signed on Forms & Fees Day.
- \_\_\_\_\_ 7. **Children's Medical Report** of physical exam – required ANNUALLY for ALL children.

If applicable, complete and submit the following forms by Forms and Fees Day in August, unless otherwise stated:

- \_\_\_\_\_ 8. **Immunization History**. (If our records need to be updated from last year's report.)
- \_\_\_\_\_ 9. **Application for Member Tuition Discount**. (Due annually by July 31.)
- \_\_\_\_\_ 10. **Volunteer Background Check Authorization** from the Volunteer Program Handbook. (Due prior to any service as school volunteer; valid for 3 years.)

**NOTICE OF NON-DISCRIMINATORY POLICY**

Emmanuel Lutheran School admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies or athletic and other school-administered programs.