

STEP 1 - Complete the Creative Montessori Academy Enrollment Form online.

- Your Enrollment Form will include your child's personal information and should be submitted online.

***You can upload the proof of birth, immunization records, proof of residency and health appraisal during the online application process. At this time documents cannot be brought in to the building. Once you fill out the Enrollment Form, we will contact you about all other documents and to see if you would like an enrollment folder mailed to your home.**

STEP 2 - Provide the state required documents to complete the registration process.

- Child's proof of age

A copy of the Student's official birth certificate or other reliable proof must be provided to verify age. Proof of date of birth may be one of the following:

- Original Birth Certificate
- Affidavit of Parentage
- Hospital Certificate
- Passport
- Baptism or Church Certificate
- Immigration Documents

- Proof of residency

A copy of the legal guardian's proof of residency may be one of the following:

- Driver's License
- Passport
- Lease/Rental Agreement
- State ID Card
- Utility Bill

- Most recent immunization records

If you choose not to immunize your child, you will need to provide a waiver certificate that can be obtained from your county health department.

- Prior academic records:

- Report Card for grades 1-8.
- Copy of Individual Education Plan (IEP) (if applicable)
- Copy of 504
- Guardianship papers

- **Kindergarten Only:**

- Proof of vision screening
- Health Appraisal within the last 12 months.
- Kindergarten waiver (if your child turns 5-years-old between Sep. 1 & Dec. 1, 2020)
- Schedule Testing

STEP 3 - Fill Out Forms

1. Record Request
2. Previous Behavior Report Confirmation
3. MCIR FERPA Consent Form
4. Home Language Questionnaire
5. Military/Special Ed Info

STEP 4 - Additional Information for your child's success:

- Review the school supply list (available after July 1st.)
- Review the school calendar.
- Review the dress code policy.
- Complete the medication administration form (if your child requires medications.)