

STEP 1 - Complete the Creative Montessori Academy Pre-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. Once you submit the Pre-Enrollment Form, we will contact you about all other documents an 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.

These can be brought into the office or uploaded as part of the pre-enrollment form.

- 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. Call now to get on the waiting list!

- 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 you child turns 5-years-old between Sep. 1 & Dec. 1, 2021)

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 - Schedule:

- Kindergarten Testing
- 1st - 8th Grade Enrollment Meeting

STEP 5 - Additional Information for your child's success:

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