Creative Montessori Academy

STUDENT ENROLLMENT CHECKLIST

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

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

*You can upload 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. Please note original birth certificate will need to be provided in main office.

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

- Child's proof of age

  A copy of the Student's official birth certificate must be provided to verify age.
  If a birth certificate is not available, another form may be turned in.

  - *Affidavit of Parentage, Hospital records, passport, baptism or church certificate, immigration documents.*
  - If one of these other forms is provided, a signed notarized affidavit must be signed by the parent and must include an explanation of why the birth certificate is not available. This will expire at the end of the school year and the birth certificate should be provided by then.

- Guardianship Papers (if applicable)

- Proof of residency

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

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

- Most recent immunization records

  If you choose not to immunize your child, you will need to contact your local health department for an appointment to get an immunization waiver.

- Prior academic records:
  - *Report Card for grades 1-8.*
  - *Copy of Individual Education Plan (IEP) (if applicable)*
  - *Copy of 504 (if applicable)*

- **Kindergarten Only:**
  - *Proof of vision screening*
  - *Health Appraisal within the last 12 months.*
  - *Dental Health Screening*

STEP 3 - Schedule

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

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

- Review the school supply list
- Review the school calendar
- Review the dress code policy

*These will all be emailed after the enrollment process has been completed.