

# FORM/DOCUMENT CHECKLIST

Please note that all required forms must be filled out and submitted for both new and returning students by Monday, July 31, 2017. If needed, the Scheduled Extended Care & Full Time Option Registration form is also due by Monday, July 31<sup>st</sup> in order to guarantee the space is reserved. Scheduled Extended Care & Full Time Option requests received after July 31<sup>st</sup> will not be guaranteed, and only be provided as space allows. Completed forms and documents, with signature(s), can be submitted by:

Email: [swatkins@holytrinityclermson.org](mailto:swatkins@holytrinityclermson.org),

Mail: EDS, 193 Old Greenville Hwy., Clemson SC 29631,

Delivery: to the Church Office Monday-Thursday from 9:00a.m.-5:00p.m.

Delivery: to the School Office only on Monday, July 31 from 9:00a.m.-11:30a.m.

FORM OR DOCUMENT (on website)	COMPLETE & RETURN
○ General Record and Statement of Child's Health (DSS form 2900)	required
○ Child Profile	required
○ Emergency Information & Consent	required
○ Media Coverage & Contact Information Permission	required
○ Field Trip Transportation Authorization	required
○ Pick-Up Authorization	required
○ SC Certificate of Immunization or Exemption	required
○ Peanut/Nut Free School Letter & Form	required
○ Parent Handbook Acknowledgement	required
○ Enrollment Contract	required
○ Scheduled Extended Care & Full Time Option Registration	if needed

## Important, Required to Read Documents

- 2017-2018 Parent Handbook
- 2017-2018 School Calendar
- 2017-2018 Guidelines for Snack Selection