



## Parent Enrollment Checklist

Please use this checklist to be sure the following items are complete and in the office by the due dates.  
Feel free to contact us should you have any questions or require assistance.

### Day Visit Documents

- Parent Questionnaire (one per student, must be submitted at Day Visit)
- Emergency Contact and Pick Up Authorization (must be submitted at Day Visit)
- Food/Drug Allergy and Emergency Treatment Form (one per student, must be submitted at Day Visit)

### Enrollment Documents

- Enrollment Form and Tuition Contract with all payments (signed by ALL parents/guardians)
- Release of Records Form (needed for new students transferring from another school to Integrity Academy)
- Publicity and Promotional Acknowledgement Form (newly collected each school year)
- Consent for Criminal Background History Check (one for each parent/guardian frequently on campus)
- Current Health Statement and PCP (gives 12 month window to receive Wellness Checkup)
- Current Wellness Checkup (newly collected each school year)
- Current Immunization Records or Current Waiver (newly collected each school year)
- Vision/Hearing Screening Results (Required for ALL Levels)
- Spinal Screening Results (required for Levels 5/6/7 only)
- Policy for Learners with Special Needs Acknowledgement Form (newly collected each school year)
- Enrichment Program Registration Form (registration form and tuition contract)

### Orientation Documents

- Community Handbook Signature Page (submitted at Parent Orientation)
- Classroom Handbook Signature Page (submitted at Parent Orientation)
- Parent Volunteer Position (submitted at Parent Orientation)

I understand that the total tuition is due upon the signing of the contract. I may choose to pay in full, take out an education loan from an external source, or finance through Integrity Academy at 3% of the tuition rate. Integrity Academy will allow me to pay toward the full balance in two or twelve installments, over 12 months. Furthermore, I understand that it is my responsibility to submit all required paperwork to complete my learner's file within one week of enrollment.

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Signature of Parent/Guardian

Date

### Tuition and Fees

I have chosen a tuition schedule:

- Plan A (one payment)     Plan B (two payments)     Plan C (twelve payments)

I have turned in all tuition checks and made certain that:

#### **ALL necessary post dated checks have been submitted with the Enrollment Contract**

- ★ all checks are correctly dated with the appropriate year
- ★ all checks have driver's license number recorded at the top
- ★ all checks have "tuition" written on the memo line
- I have remitted \$1000 *per student* for daily meals and snacks (please write "meals" on memo line)
- I have remitted the Enrollment Deposit of \$500 *per student* (please write "deposit" on memo line)
- I have remitted the Supply Fee of \$250 *per student* (please write "supply fee" on memo line)
- I have remitted the No Hassle Fundraiser donation of \$250 *per family* (check on file)