

**Milestones Child File Checklist for Parents**

**To complete your child's enrollment, please provide all the necessary items.**

Student Name: \_\_\_\_\_

Entering Grade: \_\_\_\_\_ Start Date: \_\_\_\_\_

- \_\_\_\_\_ Copy of Birth Certificate.
- \_\_\_\_\_ Copy of **current** immunization record OR an affidavit signed by a healthcare provider or parent stating the child, for medical, religious or personal reasons, is exemption from immunizations.
- \_\_\_\_\_ Completed Emergency "blue card" with all signatures, full addresses, and phone numbers filled in on both sides.
- \_\_\_\_\_ Emergency contacts completed on "blue card". Minimum of 2 required in addition to parent/guardians.
- \_\_\_\_\_ Current photo of child.
- \_\_\_\_\_ Policy and Tuition Agreement signed and dated.
- \_\_\_\_\_ Completed Health and Admission form.
- \_\_\_\_\_ Student Records Request for new students entering 1<sup>st</sup> – 8<sup>th</sup> grade.
- \_\_\_\_\_ Milestones Drop-off & Pick-up Procedure form.
- \_\_\_\_\_ Milestones Directory Information (optional)

I am confirming that all the above documents have been provided to the Milestones office.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Milestones Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

**Office use only**

Teachers Name: \_\_\_\_\_ Start date: \_\_\_\_\_

Milestones Student ID # \_\_\_\_\_ SAIS # \_\_\_\_\_

At Enrollment - Entered into SIRS \_\_\_\_\_ File Made \_\_\_\_\_

CTT \_\_\_\_\_ 45DS \_\_\_\_\_ RC \_\_\_\_\_ SRC \_\_\_\_\_ RRQ \_\_\_\_\_ RR \_\_\_\_\_

File Completed & Filed \_\_\_\_\_

\$ PRF \_\_\_\_\_ EDRF \_\_\_\_\_ CAF \_\_\_\_\_ FMI \_\_\_\_\_ ACC \_\_\_\_\_ HCD \_\_\_\_\_

At Withdrawal – Withdrawn from SIRS \_\_\_\_\_ WN \_\_\_\_\_ RS \_\_\_\_\_ Filed \_\_\_\_\_