



Admissions Checklist For New Registering Families

- Please fill out registration forms. Take care to fill out all information, an emergency contact and whether we are permitted to give your children medications for symptomatic relief in the health form. Any information that is yet to be determined (local address, phone number, etc.) can be filled out at a later date, but please do not forget to update us!

Registration Forms to Complete:

- New Family Registration
- Enrollment Agreement
- New Student Form
- Health Information
- Physician's Medical and Immunization Form
- School Records Release (Kindergarten through grade 12)
- Insurance Waiver
- Substance Abuse Policy (Middle and High School)

Students with incomplete files cannot be admitted into school.

- Remember to pay registration fees for your children in order to secure their spaces in the class.
- Please provide the school with email addresses that will be used for all updates, news and contacting purposes.
- Make sure to schedule an appointment to visit the office before the first day of the new school year (the earlier, the better) and bring your children's passports, immunization records and the previous two years of school records (as age appropriate) for copying.
- Schedule an appointment to have your children take our placement/admissions testing (Kindergarten through grade 12).
- The physician's medical and immunization forms must be submitted no later than two weeks after your child's first day of school. If you are able to submit them before the first day of school, this is preferable. The forms may be faxed and filled out by a doctor in your home country that has recently seen your child.
- Purchase uniform shirts and familiarize yourself with our uniform policy.
- Ask us about our new hot lunch program and after school activities if you are interested.
- Let us know if you will be needing our van service.

Please feel free to contact the office with any questions or concerns you may have.

Welcome to JAIS!