



Admissions Checklist For New Registering Families

- ❑ Please fill out all registration forms. Take care to fill out all information, especially an emergency contact in the health form and whether we are permitted to give your children medications for symptomatic relief. 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
 - School Records Release (Kindergarten through grade 8)
 - Insurance Waiver
 - Substance Abuse Policy (grades 5-8)
 - Responsible Use Policy for students (3rd-8th grades) - parent version
 - Recommendation forms (from teacher, counselor and/or principal)
 - Physician's Medical and Immunization Form (must be submitted no later than two weeks after your child's first day of school, and preferably before the first day. The forms may be faxed and filled out by a doctor in your home country that has recently seen your child.)
- ❑ Remember to pay registration fees for your children in order to secure their spaces in the class.
 - ❑ Please schedule an appointment to visit before school starts (the earlier the better) to deliver essential forms and documents including **immunization records, children's passports, and the previous two years of school records** for copying. While you're there, you can also:
 - Purchase **uniform shirts** and familiarize yourself with our uniform policy.
 - Ask us about our **new hot lunch program**, PTA Pizza Fridays, and after school activities.
 - Make sure that we've got the **best email address/es and mobile numbers** for essential communications.
 - Let us know if you'll be needing our **van service**.
 - Schedule an appointment to have your children take our **placement/admissions testing** (except for Preschoolers.)

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

Welcome to JAIS!