

# Registration Night Checklist



For your convenience we have included a checklist of the items that need to be returned at "Meet the Teacher/Final Registration Night"

Monday

1:00 - 7:00 pm

Stop in any time that works for you!

Please log into the Sycamore system to access all of the information below. All required forms may be downloaded to be completed. Agreements must be completed within Sycamore. If you need help with your login ID, please call or email the school office.

\_\_\_ Review and update contact information for both parents and all students in Sycamore. Please be sure to include at least one valid email and cell phone number per family **which will be used for communication purposes only.**

\_\_\_ Registration Form (*new students*) OR the Re-enrollment Form (*existing students submitted earlier in the year*)

\_\_\_ Registration Fee (*please make check payable to Trinity Lutheran School*)

\_\_\_ Educational Agreement and other agreements, i.e. technology, social media, volunteer, etc. (*must agree/disagree online within Sycamore system*)

\_\_\_ Emergency Contact Form

\_\_\_ Child Health Record/Physical Form

\_\_\_ Milk Form & \_\_\_ Fee (*please make check payable to TLS*)

\_\_\_ PTC Form & \_\_\_ Fee (*please make check payable to **TLS PTC***)

\_\_\_ Up-to-Date Immunization Record (*new students must submit; existing students only if any changes since last year*)

\_\_\_ Vehicle Registration Form & Copy of Auto Insurance Card (*to drive to field trips*)

\_\_\_ Copy of Birth Certificate (*new students only*)

\_\_\_ Authorization to Release Records Form (*new students only*)

\_\_\_ Medication Administration Form (*if needed*)

\_\_\_ Asthma/Allergy and Anaphylaxis Plans (*if needed*)

\_\_\_ School Supplies

*\*bringing the items on this night helps with organization and eliminates unnecessary chaos on the first day of school.*

\_\_\_ Extended Care Sign Up Calendar (*if needed*)