

Registration Instructions for New and Transferring Students

1. Visit our web site at <http://christoursaviorcatholicschool.org> for detailed information about our school.
2. Read the Student-Parent-Guardian Handbook, also available at our web site. The handbook covers all of the information regarding our admissions policies.
3. Complete and sign the Registration Form (form #07-102).
4. Read the School Medication Procedures Bulletin (form #08-M101).
5. Read the School Medication Procedures Document (form #07-M102).
6. Read, complete and sign the Acknowledgement of Medication Information Form (form #07-M108).
7. Complete and sign any appropriate medical form relative to your student, please note that the Medication Authorization Form (form #07-M109) and the Physician Request for Self-Administration of Medication Form (form #07-M112) require the signature of a health professional.
8. Read the Christ Our Savior Catholic School Physical and Immunization Records Document (form #07-M103)
9. Illinois law requires that children attending any public, private, independent or parochial elementary or secondary school have a current dental examination when entering kindergarten, second, and sixth grade. Have your dental professional fill out the **state approved form** (form #07-M106).
10. Illinois law requires that children attending any public, private, independent or parochial elementary or secondary school be immunized against nine diseases and children entering school for the first time, kindergarten and fifth grades must have a school physical examination. Have your health professional fill out the **state approved form** (form #07-M104) and **sign** where indicated, **parents or guardians** must fill out the health history section on the second page and **sign** it.
11. If you will be using our extended day care service, please read the Policies and Procedures for Extended Day Care Service form (form #08-111), complete and sign the application (form #08-112).
12. Provide the student's original birth certificate, we will copy and return the original.
13. If applicable provide the student's original Baptismal or Christening certificate, we will copy and return the original.
14. Read, complete and sign the Authorization for Release of Student Records Form (form #07-105) if you are transferring from another school.
15. Provide copies of the previous years report cards and standardized test scores, if you are transferring from another school.
16. Call the school to arrange an interview with the principal, your student and you. Having all forms filled out ahead of time will greatly reduce the amount of time you will need to spend at the office.
17. The non-refundable registration fee of \$125.00 per student should be made payable to: Christ Our Savior Catholic School.