

Checklist for Documents

Registration Day: Thursday, August 11, 2022

St. Paul Lutheran School 6094 Westside Saginaw Road

Bay City, MI 48706

(989) 684-4450

Student(s): _____

Grade(s): _____

REQUIRED FORMS	Please turn in	Received already	N/A or on file
Enrollment Form - (New families and Transfers)			
Proof of Immunization – (Preschool, Young 5's, Kindergarten, 7th Grade, Transfers)			
Health Appraisal – Completed & signed by physician or Health Department (Preschool, Young 5's, Kindergarten, Transfers)			
Child Information Card – Contact info form (**no blank spaces**) return to Preschool Director: Mrs. Lara Polzin (Preschool)			
Licensing Information Form – Signed by parent; return to Preschool Director: Mrs. Lara Polzin (Preschool)			
Vision & Hearing Screening – Completed & signed by Health Department or part of Health Appraisal form (Young 5's & Kindergarten)			
Birth Certificate – Copy kept on file (Young 5's, Kindergarten, and Transfers)			
Acceptable Technology Usage – Signed by parent & student; kept on file (Young 5's - 8th Grade)			
Concussion Form – Signed by parent & student; kept on file (Young 5's - 8th Grade)			

OPTIONAL FORMS & PAPERWORK (AVAILABLE IF NEEDED)
Athletic Handbook – Available from Athletic Director
Bay City Bus Transportation Form – Send to Bay City Public Schools Transportation Dept. (Busing only available in the p.m.)
Extended Care Registration – Available from Extended Care Director: Mrs. Dianne Kramer
Field Trip Driver & Chaperone Handbook – Updated car insurance & driver's license required for all parents/ adults/family members who will be driving or chaperoning ANY field trip
Financial Assistance Application – Deadline to apply has passed. If you need financial assistance, please contact the office.
Free and Reduced Lunch Application – Available upon request
Parent Handbook – Available upon request
Pesticide Management Letter – Return to office only if you require a mailed notice
Prescription Medication Form – If medication is needed during the school day, a form is required to be completed, <u>signed & dated by a physician and parent</u> , and submitted to the school office (Please note: All medication MUST be in its original packaging/bottle, with the prescription sticker on the packaging/bottle)
Sports Physical – For 2 nd -8 th graders who will play sports; your doctor can complete the form or you can sign it to authorize Dr. Vaughn Begick to complete a sports physical during school.
Volunteer Handbook – Required for all volunteers who will have sustained or regular contact with the students

Forms can be found online on our FastDirect page www.fastdir.com/stpaulbaycity/ under the "Links" section and will be made available on Registration Day or in the School Office.

If you download the forms ahead of time, you can fill them out prior to registration day and this will decrease the time spent during registration.