

West Covina Hills Adventist School

Registration Check List

Documents Needed by School and Instructions

All Students

- Registration Form Any information the school has for returning students will already be filled in to save us both some time! Please correct this if needed and supply information not filled in. Read agreements on the back and sign.

- Financial Agreement Uniforms are required for all grades. Add here if needed. Registration fees and any other one-time charges must accompany registration materials returned to the school. The annual tuition is usually divided into 10 monthly payments starting in September and ending in June. Notice school ends early in June. If you want your last payment to be in May, you may have your 10 payments start in August, paying it along with registration fees. Please contact the school principal if you have questions on these figures.

Any deviation from standard policy must be worked out in person with an appointed school official. Come to the school on registration days or make an appointment. Final approval by the school Finance Committee may be required.

New Students* and Students Entering Grades 4 and 7 (*transferring from a school not in the S. CA Conf. of schools)

- Physical Exam Any appropriate health form that your doctor uses is accepted. This may be the best chance to obtain a TB test or immunizations. Be sure to know what is needed (see next section). Meningococcal immunizations do not appear to be required at this point, but you may ask your doctor about the appropriateness of this vaccine for your child.

Scoliosis exam is required for students entering grade 7, as well as the Tdap booster.

Enrollment may be allowed without a physical if an appointment has been made for a physical within 45 days, however immunizations must be up to date for school entry.

New Students (Any student not enrolled at WCH at the end of last school year.)

- Immunization Record Make a copy of records or bring original to the school office to be copied. Immunizations as required by law must be up to date for school entry. Information sheets are available from the school if you are not aware of requirements. You will probably want to check up on these before seeing your doctor for a physical exam.

- Transcript Request If transferring from another school.

- Birth Certificate If entering this school in kindergarten or first grade. Provide a good copy or bring original to the school office to be copied.

Documents to Be Provided Registering Student Families

The school will assume you have access to this information. Please request any of the following which you may not have obtained in the process of registering so that you will have no surprises later on!

- School Calendar
- Handbook
- Scrip Information
- Extended Day Care Information
- Classroom Supplies List
- Private Music Lessons Information (optional)