

## Checklist of Forms

Your 2009 – 2010 SJMS Information Packet includes the following items:

- 2009 – 2010 School Calendar
- School Supplies List
- Parking Information and School Bus Information
- Volunteers Background Check and Workshop Information
- Children's House Welcome Letter (for Children's House families)
- School Wide Parent Orientation
- Letter from Development
- Letter from the Board of Trustees

**Permission for Medication:** All medical forms, including permission to administer medication, are now online at [www.sjms.net](http://www.sjms.net). If your child needs medication, please send a completed form to school before or on the first day, along with your child's medication.

**Hot Lunch Order Forms:** These will be online beginning in August.

**The SJMS Parent Handbook:** your parent handbook will be sent home with your child during the first week of school. We are required to have on file from each parent a written confirmation of receipt. This form will accompany the parent handbook.

**The following forms must be filled out and returned by August 14<sup>th</sup>.**

### All Students:

- \_\_\_\_\_ Combined Permissions Form (one per household)
- \_\_\_\_\_ Local School and Emergency Closing Form (one per household)
- \_\_\_\_\_ Volunteer Driver Form (one per household)
- \_\_\_\_\_ Transportation and Car Pool Form (one per household)
- \_\_\_\_\_ Emergency Card (one for each student)
- \_\_\_\_\_ Certified copy of custody decree (when applicable)
- \_\_\_\_\_ Development Office Survey (one per household)

### All Children's House Students:

- \_\_\_\_\_ Physician Report Form (also available online at [www.sjms.net](http://www.sjms.net) under documents)
- \_\_\_\_\_ Copy of child's Birth Certificate (if not already on file in office)

### All Elementary Students:

- \_\_\_\_\_ Special Subjects Form (one for each student)
- \_\_\_\_\_ Technology Form (one for each student)

Please return the forms by mail in the enclosed envelope or drop them off at SJMS no later than August 14<sup>th</sup>.