



2018-19 School Year Registration Checklist

Welcome to Registration FHM families! We hope you had a relaxing, adventurous summer and are ready to begin the school year with renewed energy. Student registration is an annual process required for **all students** within the Jeffco School District system.

This year, all FHM families are invited to complete registration using a combination of online and mail-in forms. We hope this simplifies the process of completing paperwork, and affords all families some time to attend our Back to School Event on Wednesday, August 15th (time TBD). Please ensure that your completed packet has all required items before sending, using this handy checklist! Incomplete packets will be declined and the student will be considered “not registered” until all materials are received. If you have specific questions or cannot access your Jeffco Connect account for payment by August 1st, please schedule an in-person Paperwork Review appointment on August 8th using the link in the CSN Sign Up Genius (www.FHMCSN.org).

Mail this completed checklist along with ALL required documents to FHM at our new location (15920 W. 10th Ave.) between August 6-10. We encourage use of postal mail to send these documents at your convenience. Do not put any paperwork in the mail prior to August 1st - we will not be there to receive it! There will also be a drop box at FHM during office hours from August 6-10. *Complete a separate Registration Packet for each child.*

Student Name: _____ **Grade:** _____ **Student ID:** _____

Item	Requirements & Information	Staff Initial
Student Fees	<ul style="list-style-type: none"> <input type="checkbox"/> See the 2018-19 Fee Schedule <input type="checkbox"/> (Not Available until August 1, 2018) Payment via Jeffco Connect is the much preferred method. Please <u>print your receipt</u> or payment history for confirmation of payment and return in your Registration Packet! <input type="checkbox"/> Fees may also be paid by check, included in your Registration Packet. WRITE YOUR STUDENT’S NAME AND ID# ON THE CHECK! <input type="checkbox"/> If necessary, in-person credit card or cash (exact change ONLY) payments may be made to the Financial Secretary. Make an appointment for August 8th using the link on Sign Up Genius to pay in-person. 	
School Lunch (optional)	<p>NEW! FHM Students will now have the option of “prepared on-site” school lunches through Jeffco Schools’ food service program.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Create an account in SchoolCafe 	
Free & Reduced Application	<p>REQUIRED for any family requesting free/reduced Full-Day Kindergarten tuition. Please do not mark in box - protected information.</p> <ul style="list-style-type: none"> • Create an account in SchoolCafe • Navigate to “Benefits” (left side bar) and click on “Apply” • Follow on-screen directions 	Financial Secretary will confirm
Jeffco Connect	<ul style="list-style-type: none"> <input type="checkbox"/> Log into Jeffco Connect <input type="checkbox"/> Update student and family information (including address and contact info) <input type="checkbox"/> Review directory information policy <input type="checkbox"/> Review and acknowledge Jeffco’s Conduct Code (must be dated 8/1/18 or later) <input type="checkbox"/> Select “no” to Jeffco’s “Bring Your Own Device” policy (must be dated 8/1/18 or later) – FHM Students use school-provided devices <input type="checkbox"/> Update Significant Health Concerns with <u>any and all</u> known health concerns, including dietary restrictions 	
FHM Emergency & Permissions Form	<ul style="list-style-type: none"> <input type="checkbox"/> Print, complete, and sign FHM’s Emergency and Permissions Form 	

FHM Technology Use Agreement	<input type="checkbox"/> Print, complete, and sign FHM's Internet and Technology Use Agreement – Signed by Parents (all grades) & Students (1 st Grade and above)	
Immunization Records	<input type="checkbox"/> Read letter(s) regarding school immunizations for Preschool or K-12 <input type="checkbox"/> Send a copy of one of the following: a physician-signed Record of Immunization , physician-signed Medical Exemption , or Personal or Religious Exemption Form NOTE: The 2017-18 documents are the most recent from CDPHE	
Health Forms	<input type="checkbox"/> Send a copy of a physician-signed Annual Statement of Health Form * <input type="checkbox"/> Print, have completed by a physician, and return the following (if applicable): <ul style="list-style-type: none"> <input type="checkbox"/> Medication Permission Form <input type="checkbox"/> Asthma Care Plan <input type="checkbox"/> Allergy Care Plan <input type="checkbox"/> Plan to bring medication kept at school to the Back to School Event on August 15	
Before and After Care (BAC) (optional)	<input type="checkbox"/> Complete the "Intent to Enroll" online form for priority placement – DEADLINE MONDAY, JULY 16TH <input type="checkbox"/> Print and complete the "Before and After Care Registration and Financial Agreement" form and return with a check for the \$35 deposit in your Registration Packet	
Check Out	<p>I have reviewed all materials required for FHM 2018-19 School Year Registration. I believe my Registration Packet to be complete. I understand that, should my Registration Packet be missing items, my child's registration will be considered incomplete, and s/he may not be able to attend school until all documents are received.</p> <p>My child's Registration Packet is complete to the best of my knowledge.</p> <p>_____</p> <p>Parent's Name (Printed) Signature Date</p>	

*Note: FHM does not retain health records year-to-year. A new Annual Statement of Health must be provided at the start of each school year, AND each time a student visits a physician for his/her annual physical exam. Students who will not be participating in ANY licensed Child Care program, after school activity, or special event (*this is rare*) may opt out using the Annual Statement of Health REFUSAL form (by request).

CONGRATULATIONS! Your child's Registration is almost finished. Return this completed packet to:

Free Horizon Montessori School at Pleasant View
 Attn: Registration
 15920 W. 10th Ave.
 Golden, CO 80401

Registration Packets must be *received* between August 6-10, 2018. We recommend dropping your packet in the postal mail between August 2-4 to ensure timely delivery. DO NOT MAIL THIS PACKET BEFORE AUGUST 1st – we will not be there to receive it! Do not fax or email ANY documents to FHM. Retain copies of all documents for your own records. A drop box will also be available in front of the school (see address above) during regular office hours from August 6-10. If utilizing the drop box, place all items in a sealed envelope.

THANK YOU! In partnership, the FHM Admin Team

<p>Office Use Only:</p> <p><input type="checkbox"/> All Materials Present and Verified by _____ on _____.</p> <p><input type="checkbox"/> Missing one or more items. Contacted by _____ on _____.</p>
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