

## Unity Lutheran Christian Elementary School

### Registration Procedure

1. Meet with Principal and Teachers for a tour of the school.
2. Schedule Entrance Test for Kindergarten – 8<sup>th</sup> Grade.
3. The following forms must be filled out and turned in before your child will be considered registered:
  - \_\_\_\_\_ Registration Form
  - \_\_\_\_\_ Request for Financial Aid
  - \_\_\_\_\_ Request for Records from current school
  - \_\_\_\_\_ Emergency Information Form
4. Copies of the following must be turned in for your child to be admitted to class (copies may be made at school):
  - \_\_\_\_\_ Health Record (shot records, physicals, dental, hearing & vision)
  - \_\_\_\_\_ Birth Certificate & Social Security Card
  - \_\_\_\_\_ Academic Records (copy of most recent report card, test scores, IEP, etc.)
  - \_\_\_\_\_ For new students, a recommendation letter (previous principal, teacher, or pastor)
  - \_\_\_\_\_ Two most recent check stubs or previous year 1040 tax forms
5. Pay the \$200.00 Registration Fee per child. (\$150.00 before June 1st) Students Grades K through 8 will be required to take a pre-screening test prior to enrollment.