

New Student Admission Checklist



8094 Plantation Drive
West Chester, OH 45069
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www.intlacademy.org

Student's Name: _____

Grade: _____

Documents/forms required for admission:

- Registration Form
- Application Form
- Tuition Form (one per family)
- Supplies & Materials Fee Policy and Agreement Form
- Student Emergency & Health Information Form
- Medication Administration Form (if applicable)
(signed and dated by pediatrician if medications will be kept and administered in the school office)
- Immunization & Physical Examination Form (signed and dated by the pediatrician)
- Transportation / Emergency Dismissal Information Form
- Home Language Survey Form
- Parent/Student Manual Acknowledgement Form
- Student Network and Internet Use Form
- Student Transfer of Records Form (if registering students Grades K – 8)
- Original Birth Certificate
- Custody Papers (if applicable)
- Automatic debit form