

**Family “Welcome to a New School Year”  
Packet Pick Up CHECKLIST  
For students of grades K-8  
(this does not include preschool or high school students)**

**Attention School Parents and Legal Guardians:** Please use this checklist as a reference to ensure that you have completed and turned in all necessary paperwork as well as fulfilled all family obligations before expecting to receive your child(ren)’s welcome packet. If you have any questions, please don’t hesitate to call the school a 773-463-6797.

**If you want your packet mailed to you,** we need your family’s forms and obligations met by Tuesday, August 9<sup>th</sup>. This will allow our office staff to check in all necessary paper work. Thank you for your assistance with this.

**Please complete and turn in the main office:**

- 2011-12 emergency contact form completely **FOR EACH STUDENT ENROLLED (incomplete forms not accepted)**
- Home and School Association Family Directory and Volunteer Form
- Extended Care information and application (**please complete if you expect to use extended care this year**)
- Parent Partnership Application (**if you intended to participate**)
- CEO Benedict BUZZ weekly email newsletter for the schools sign up sheet (**only if you don’t currently receive it and want to receive it**)
- Parent Release for Student Photos (**please return to office if applicable**)
- New **medical physical** examinations for Kindergarten, 6th grade and any transferring students
- New **dental examinations** for Kindergarten, 2nd grade and 6th grade, and any transferring students
- New **vision exam** for incoming Kindergarten and any transferring students

**Financial and Tuition Obligations to Ensure Good Financial Standing:**

- Signed and completed 2011-12 Tuition agreement (were due on June 30, 2011)
- Registered with TMS (Tuition Management Systems)
- All prior year (2010-11) tuition, fines and fees paid including extended care
- Must be current on 2011-12 school year tuition and fees (registration fee and July payment)

\*\* Please call the tuition office with any questions you have about your status at 773-463-6797 ext 275 and speak with Daralis. Thank you!