San Fernando Valley Academy

2019-2020 SCHOOL YEAR

REGISTRATION TRACKING FORM

STUDENT NAME:		GRADE:
◯ RETURNING STUDENT	◯ NEW STUDENT	◯ INTERNATIONAL STUDENT

OFFICE PERONNEL		ITEMS	NOTES
STAFF NAME		BIRTH CERTIFICATE (K, 1ST GRADES, NEW STUDENT)	
		PARENT/GUARDIAN ID (NEW STUDENT)	
		APPLICATION	
		STUDENT APPLICATION (3RD-12TH GRADES)	
		CHURCH/RELIGIOUS REFERNECE (3RD-12TH GRADES)	
		DAYCARE AGREEMENT	
		CONSENT TO MEDICAL TREATMENT	
		OVER-THE-COUNTER MEDICINE LOG	
		LOCKER GUIDELINES AND FEE	
		PARENTAL MEDIA RELESE	
		COMPUTER LAB CONTRACT/INTERNET POLICY	
		STUDENT/PARENT PLEDGE OF COOPERATION	
		HOME & SCHOOL	
		LETTER OF RECOMMENDATION(3rd-12th GRADE NEW STUDENT	
MEDICAL DOCUMENT		PHYSICAL EXAM (K,1ST ,4TH ,7TH, 9TH GRADES, NEW STUDENTS)	
		IMMUNIZATION RECORD	
REGISTRAR		PARENT/STUDENT HANDBOOK 2019-2020 (SCHOOL GUIDELINE POLICIES)	
		STUDENT IMAGE & DRESS POLICY	
		ATTENDANCE POLICY & GUIDELINE	
		AUTHORIZATION FOR TRANSFER	
		GRADES/TRANSCRIPTS (NEW STUDENT)	
		ENTRANCE EXAM SCORES (NEW STUDENT)	
		GRADUATION CORD REQUIREMENT (9TH – 12TH GRADES)	
		CLASS SCHEDULE	
		PASSPORTS/VISA (INTERNATIONAL STUDENT)	
		I-20 (I NTERNATIONAL STUDENT)	
BOOK/UNIFORM/LOCKER		PULL BOOKS	
		BUY P.E. UNIFORM	
		LOCKER	
BUSINESS MANAGER		FINANCIAL CONTRACT	
PRINCIPAL		MEETING	
REGISTRAR		FINAL CLERANCE TO ATTEND CLASSES	