



**San Fernando Valley Academy**  
2021-2022 SCHOOL YEAR

**REGISTRATION TRACKING FORM**

<b>STUDENT NAME:</b>	<b>GRADE:</b>
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<input type="radio"/> RETURNING STUDENT	<input type="radio"/> NEW STUDENT	<input type="radio"/> INTERNATIONAL STUDENT
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OFFICE PERONNEL	ITEMS	NOTES
STAFF NAME	BIRTH CERTIFICATE (K, 1 <sup>ST</sup> GRADES, NEW STUDENT)	
	PARENT/GUARDIAN ID (NEW STUDENT)	
	APPLICATION FOR ADMISSION	
	STUDENT PROFILE (3 <sup>RD</sup> -12 <sup>TH</sup> GRADES)	
	CHURCH/RELIGIOUS REFERENCE (3 <sup>RD</sup> -12 <sup>TH</sup> GRADES)	
	DAY CARE AGREEMENT	
	CONSENT TO EMERGENCY MEDICAL TREATMENT	
	OVER-THE-COUNTER MEDICINE LOG	
	LOCKER GUIDELINES	
	PARENTAL MEDIA RELEASE	
	INTERNET ACCEPTABLE USE POLICY (IAUP)	
	STUDENT/PARENT PLEDGE OF COOPERATION	
	HOME & SCHOOL	
	LETTER OF RECOMMENDATION(3 <sup>rd</sup> -12 <sup>th</sup> & NEW STUDENTS)	
MEDICAL DOCUMENT	PHYSICAL EXAM (K,1 <sup>ST</sup> ,4 <sup>TH</sup> ,7 <sup>TH</sup> ,9 <sup>TH</sup> GRADES, NEW STUDENTS)	
	IMMUNIZATION RECORD	
REGISTRAR	PARENT/STUDENT HANDBOOK 2021-2022 (SCHOOL GUIDELINE POLICIES)	
	STUDENT IMAGE & DRESS POLICY	
	ATTENDANCE POLICY & GUIDELINE	
	AUTHORIZATION FOR TRANSFER (NEW STUDENT)	
	GRADES/TRANSCRIPTS (NEW STUDENT)	
	ENTRANCE EXAM SCORES (NEW STUDENT)	
	GRADUATION CORD REQUIREMENT (9 <sup>TH</sup> – 12 <sup>TH</sup> GRADES)	
	CLASS SCHEDULE	
	PASSPORTS/VISA (INTERNATIONAL STUDENT)	
	I-20 (I NTERNATIONAL STUDENT)	
BOOK/UNIFORM/LOCKER	PULL BOOKS	
	BUY P.E. UNIFORM	
	LOCKER ASSIGMENT	
BUSINESS MANAGER	FINANCIAL CONTRACT ( THREE WAY AGREEMENT)	
PRINCIPAL	MEETING INTERVIEW (NEW STUDENT)	
REGISTRAR	FINAL CLERANCE TO ATTEND CLASSES	