

Libertas Christian School

Enrollment Checklist

APPLICATION FOR ENROLLMENT for all new students:

- Fill out a **New Enrollment Registration Form**, a **Student Application** for each child, and submit with the non-refundable* enrollment fee of \$250 per family to the school office. *This fee is non-refundable with enrollment acceptance.
- You will be contacted to schedule an **orientation interview** by Bob Davis, Administrator.
- Complete the scheduled Orientation interview. Students in grades 5th-12th are to complete a separate **student interview** with Bob Davis, School Administrator. This can be scheduled alongside the orientation interview.
- After your interviews are completed; you will be contacted by our Administrator with your enrollment status.

REQUIRED DOCUMENTATION for all accepted new students:

- **Birth Certificate:** A certified/state issued birth certificate must be viewed, copied, verified by Libertas Staff.
- **Immunization Record:** If immunization records are not current per State of Michigan school attendance requirements you may not legally attend a school. Before starting at Libertas Christian School, all new students are required to have an Official Record of Immunizations on file or a Certified Waiver from the Ottawa County Health Department (or your local county health department) showing Libertas Christian School as the attending school.
- **Health Appraisal Form.** Kindergarten and any first time enrollees in a Michigan school. When a student enrolls that has never entered a Michigan school regardless of grade, they must have their hearing and vision tested along with updated immunizations.
 - * Use the state issued Health Appraisal form – this is a state requirement and needs to be filled out by your child’s doctor.
 - * Dated Health Appraisal Form **must** have been completed within the last two years for PreKindergarten/Kindergarten.
 - * Health Appraisal form link:
https://www.michigan.gov/documents/dhs/BCAL-3305_09_10_336837_7.pdf
- **Court documentation in the event of custody issues.**
- **Photo ID of legal parent(s)/guardian(s).**
- **Record Release Form for Student Records**, if your child is transferring from another School or educational agency.

ADDITIONAL REQUIREMENTS & DOCUMENTATION BY GRADE LEVEL:

PreKindergarten & Kindergarten Level:

- Proof of Vision Screening: State law requires that your child’s vision must have been checked within the last two years.
- Proof of Hearing Screening: State law requires that your child’s hearing must have been checked within the last two years.

Elementary Level (Kindergarten – 5th grade):

- Students will be scheduled for academic screening to ensure appropriate grade level placement.

-continued on back-

Middle School Level (6th, 7th and 8th grade):

- Students will be scheduled for academic screening to ensure appropriate grade level placement.
- Transcript(s) from previous educational agency(ies), including home school, showing classes taken, curriculum used and percentage grading information.
- Classes Worksheet (course selection worksheet).

High School Level (9th – 12th grade):

- Transcript(s) from previous educational agency(ies), including home school, showing classes taken, curriculum used and percentage grading information.
- Classes Worksheet (course selection worksheet).

Upon acceptance, additional Parent/Student Handbook Forms Required:

These forms/booklet will be available at the Back to School Event the Thursday evening before the first day of school.

- Student Emergency Information Form
- Concussion Awareness Form
- Doctrinal Statement
- Home and School Partnership Program Agreement (3 Day Program Only)
- Student Conduct Covenant
- School-Parent Covenant
- Enrollment and Tuition Policy Agreement
- Technology-Electronic-Cell Phone Use Form
- Permission to Use Photograph Form
- Dress Code Policy Agreement
- Field Trip Permission & Liability Waiver Form for off campus Wednesday Service Projects (9th-12th grades only)
- Vehicle Registration Form (student drivers only)

"Libertas Christian School admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, admission policies, scholarship admission policies, scholarship and other school-administered programs."

Questions? Please call Bob Davis, Administrator,
or contact the school office at 616-669-2270.

Thank you for considering **Libertas Christian School**
as the choice for your child's education.

www.LibertasChristianSchool.org