



Sts. John and Paul School
280 Weaver Street
Larchmont, NY 10538
914 834 6332

Checklist for New School Families

(“Forms” tab at sjpschool.org)

To Do List For New Families ASAP or before the first day of school:

- FACTs Tuition Management Co. instructions for enrolling “Admissions” tab (Tuition Schedule is on the website)
- Medical and Dental forms
- Provide Copies; Sacrament Certificates – Birth Certificate, Baptism*, First Communion*, Confirmation*
(if applicable)
- Emergency/IRIS (*Immediate Response Information System*) Form
- Blue Book Directory Form
- Ethnicity/Race Information
- Personality Description Form
- Records Release Form (Grades 1 - 8) *(if not already completed)*
- Enrollment Language Program form - with its Tuition Schedule *(if not already completed)*

Forms due by the first day of school “School Forms and Parents” tab

(Some may not be up until after the first week of school)

- Media Authorization Form
- Handbook Acknowledgement Form – Signature Page Handbook will be updated by the end of July
- Internet Contract
- State Textbook Form

Optional forms

- Aftercare Program Form and Fee -
- Transportation Notice – Busing determined by home district
- Milk Order Form
- Hot Lunch Order Form – Different selection each day – **One form per child**
- Lunch With Lou Information (everyday, but Friday)

Information to review under “Parents” tab

- Uniform ordering information and description (updated in mid July)
- Dismissal Procedure with Parking Lot Description “Parents” tab