



SANTA TERESA MIDDLE SCHOOL
OFFICE OF REGISTRAR/DATA ENTRY

NAME _____

ID# _____

PRE CLASS _____

NEW STUDENT CHECK LIST

- ____ SHOT RECORDS
- ____ BIRTH CERTIFICATE (ORIGINAL AND LEGAL)
- ____ SOCIAL SECURITY CARD
- ____ WITHDRAWAL FORM
- ____ LATEST REPORT CARD
- ____ VERIFICATION OF ADDRESS
- ____ RELEASE OF TRANSCRIPT
- ____ REGISTRATION PACKET COMPLETE
- ____ DRESS CODE/DISCIPLINE FORM SIGNED
- ____ SPECIAL SERVICES FOR STUDENT
- ____ ADMINISTRATOR WAS NOTIFIED
- ____ GUARDIANSHIP FORMS

REGISTRAR _____

DATE ____/____/____