

From Registration to the First Day of School: A Checklist

Submit Registration Forms & Fees

- _____ Complete and submit Registration Packet including Registration Form, Parent Contract, Student Contract, Financial Contract, and Tentative Course Plan.
- _____ Submit a photocopy of each child's birth certificate, an original immunization record, and an original School Entry Physical form provided by a physician within the last three years.
- _____ Submit registration fees.

Attend Guidance Department Orientation and Consultation

- _____ All new and returning families are required to attend one of three scheduled Guidance Department orientation meetings.
- _____ All new and returning *upper school* families are required to attend a one-on-one consultation with the Guidance Department before the start of the school year to plan the year ahead and ensure that students are on track to meet graduation requirements. The Guidance Department will contact you to schedule the consultation once you have attended orientation.

Pay Tuition

- _____ For those opting to pay in full, payment is due by July 1st.
- _____ For those opting to pay by semester, the first payment is due by July 1st.
- _____ For those opting to pay in ten monthly installments, the first payment is due by July 1st.

Order Uniforms

- _____ Detailed information for uniform ordering will be sent during the summer months. (frenchtoastschoolbox.com)

Attend Convocation

- _____ At the beginning of each year, we joyfully call together all of our Smith Prep families for this very special event celebrating the start of a new academic year at Smith Prep and invoking God's blessing upon our work for His kingdom. Please make every effort to attend our service of convocation on. Plan to stay for the reception to follow. Refreshments will be served. Business casual attire is encouraged.

Attend Lower School Workshop

- _____ The mandatory Lower School Workshop is a vital final step in preparation for a successful year in our Lower School program. Parents receive critical training in the implementation of the phonics lessons being learned in class. The workshop also includes instruction on other aspects of the Smith Prep curriculum.

Attend Upper School Reading and Writing Workshop (Optional)

- _____ The Smith Prep Reading & Writing Workshop for Upper School Students (7th grade through high school) is a vital tool to provide students with the skills needed to succeed in their reading and writing assignments during the upcoming year. It provides parents and students information regarding the methods, procedures, and grading requirements specific to Smith Prep. All students new to SPA are strongly encouraged to attend one of these workshops. Dates & details will be sent during the summer months. There is a \$50.00 fee per family for the Reading & Writing Workshop.