

Enrollment Packet Review Sheet

Confirm every required document is collected and complete before a place is confirmed.

STUDENT

Student name

Grade / class

Parent / guardian

Reviewed by

REQUIRED DOCUMENTS

Mark each item Received and Verified. Note anything outstanding.

DOCUMENT	RECEIVED	VERIFIED	NOTES
Completed application form			
Birth certificate / proof of age			
Immunization / medical records			
Previous school records or report cards			
Proof of address			
Photo(s) for records			
Emergency contact form			
Media / photo consent			
Signed parent handbook acknowledgment			
Registration fee paid			

REVIEW OUTCOME

☐ Packet complete — ready to confirm place

☐ Outstanding items requested from family

Outstanding items / follow-up date