



SACRED HEART SCHOOL

RELIGION ♥ ACADEMICS ♥ ATHLETICS

2016 – 2017 MASTER CHECKLIST

To simplify the process of submitting documents/payments to school for the new school year, the following checklist has been created to help families determine what they need to complete and when.

All documents/forms are located on the school's website, www.shslombard.org, under Parents & Students > School Forms. We are in the process of switching some documents to online submission on School Speak.

The forms have gone through a conversion to allow for online submission of the data and/or the ability to download and enter the data electronically (to eliminate handwriting issues) to then print, sign and send into the office.

If you have any questions/problems, please contact Ann Regan in the office – (630) 629-0536 or via Email: ARegan@shslombard.org

✓	DOCUMENT / FORM	AFFECTED GRADES/FAMILIES:	DUE DATE – No later than...
	Extended Care Program Information Extended Care Program Agreement – complete on School Speak	All families that wish to utilize this program.	Tuesday, August 16 th
	Family Volunteer Commitment Form	ALL	Wednesday, August 31 st
	Emergency Contact – complete on School Speak	ALL	Tuesday, August 16 th
	Directory Form	ALL	Wednesday, August 31 st
	Permission Form	ALL	Tuesday, August 16 th
	Milk Order Form – complete on School Speak and send a check to the office	All families that wish to utilize this program.	Tuesday, August 16 th Form & Payment
	Emergency Medical Attention Authorization	ALL	Tuesday, August 16 th
	Dental Exam Form OR Dental Exam Waiver	Kindergarten, 2 nd & 6 th Grades	May 15, 2017
	Eye Exam Report OR Eye Exam Waiver	Kindergarten or anyone transferring in from out of state regardless of grade.	Friday, October 13 th
	Pre-Participation Examination	Those students planning to participate in Athletics	Wednesday, July 13 th
	Child Health Examination Form	Pre-K, Kindergarten, & 6 th	Tuesday, August 16 th
	Healthcare Provider Written Certification for Student w/Asthma & Self-Administered Medication Authorization for Student w/Asthma	Only those students, with ASTHMA, that need to administer medication at school. <u>Must be completed by physician.</u>	Tuesday, August 16 th
	Self-Administered Medication Authorization for Student	Only those students that need to administer medication at school.	Tuesday, August 16 th
	Medication Authorization	Only those students that need to administer medication at school.	Tuesday, August 16 th
	Book and Technology Fee	Preschool - \$50 per student K-8 th Grade - \$100 per student	Tuesday, August 23 rd
	FACTS Tuition Payment System	New families to SHS	Friday, August 19 th
	How to participate in the WT Café lunch delivery program on Tuesday's & Thursday's	Pre-K – 8 th	Monday, August 22 nd (To have a meal for your child/children on 8/23)
	Gym & Sweatshirt Uniform Pre-Order Form	Sweatshirts - ALL Gym Uniforms are for grades 5 th – 8 th	July 13 th at 11am Form & Payment