

To: Parents/Guardians

Re: Admission and Enrollment (*Below*)  
Additional Suggested Documents (*Reverse side*)

Please use the checklist below to ensure you are following the prescribed steps for your child's admission and enrollment at Redeemer Lutheran School.

### **Admissions and Enrollment Checklist:**

#### **Admissions**

\_\_\_\_\_ Online Admissions Application (new students only; provide email address to receive link)

\_\_\_\_\_ Release of Records Form (one per **new** child transferring to RLS; included in Online Admissions)

\_\_\_\_\_ Copy of Birth Certificate (one per **new** child being enrolled at Redeemer) <sup>1</sup>

#### **Enrollment**

\_\_\_\_\_ Online Enrollment Form (all students; provide email address to receive link)

Included with Online Enrollment Form:

\_\_\_\_\_ Request Form for Textbooks, Standardized Tests, and Individualized Instructional Materials (one per K-8 child) <sup>2</sup>

\_\_\_\_\_ Request Form for District Pupil Health Services (one per K-8 child) <sup>2</sup>

\_\_\_\_\_ Request Form for District Secondary Guidance/Counseling Services (one per 7<sup>th</sup>-8<sup>th</sup> student) <sup>2</sup>

Optional:

\_\_\_\_\_ Online Application for Financial Aid (application for need-based aid)

<sup>1</sup> Birth Certificates (submit directly to Redeemer)

Copies of official state birth certificates are requested for the following reasons:

- (a) Birth guidelines are established and must be validated for entrance into Preschool, Pre-Kindergarten, Kindergarten, and Grade 1.
- (b) When your child matriculates to another school, a copy of birth certificate may be required. With it already in your child's file, you can be sure it will be transferred along with other records.
- (c) A copy of your child's birth certificate in his/her school file ensures a copy is readily available if needed, even years down the road.

<sup>2</sup> Request Forms for "Child Benefit" Services

If you are enrolling your child in one of our K-8 grades, you must complete the request forms for Textbooks and Health Services. These two forms are required of all parents/guardians of K-8 students who are attending schools within the Wayzata School District and must be completed for each school year and kept on file at Redeemer. You are encouraged to check the “I do request ...” box. By doing so, you allow us to receive state “child benefit” funding. Your child is included in the total number of students we report to the Wayzata School District to receive a portion of the Minnesota state funding that is annually allocated for Textbooks and Health Services for all K-8 students.

In addition:

- (a) If you have more than one child at Redeemer, one form is required per child. All children/grades.
- (b) These forms are **not** required for students enrolling in our Preschool and Pre-Kindergarten programs and may not even be included in your packet.
- (c) A *Request Form for Guidance/Counseling Services* is also required for 7<sup>th</sup> and 8<sup>th</sup> grade students.
- (d) Follow the printed directions to mail, fax, or scan and upload the forms to Tuition Aid/Data Services (TADS).

**Additional Suggested Documents:**

\_\_\_\_\_ Copy of Driver’s License (per authorized adult providing transportation)

\_\_\_\_\_ Copy of Vehicle Liability Insurance (per authorized vehicle used to provide transportation)

Driver’s Information

We receive requests for additional documentation for parents eligible for K-8 transportation reimbursement through resident public school districts. In addition, private vehicles are used at times for transporting students for field trips and extra-curricular events. We therefore suggest that all parents submit a copy of driver’s license and proof of vehicle liability insurance. This is especially important if you are called on to transport other students for Redeemer-sanctioned events, as we are required by our liability insurance to ensure students are traveling with licensed, insured drivers.

The **Admissions and Enrollment Checklist** on the front side of this page is provided to help you track the required steps that must be followed for your child’s admission and/or enrollment. Additional forms, as required by school programs such as Athletics, Band, and Extended School Care, will be made available to you separately. Please contact us (952-473-5356) if you have any concerns or questions about completing the admission and enrollment processes. Thank you!