Registration Form Checklist and Directions
REQUIRED DOCUMENTS

☐ Child Information Record
Please note that the directions for this form state that all fields must be completed. If the information is unknown or does not apply, please write in none. We will only release the child to individuals who are listed under Release of Child. Please think about any babysitters, grandparents or other family members who are 18 or older that may be picking up your child. Additional names can be added later in the school year if needed.

☐ Health Appraisal and Immunization Record
The parent will complete the Health History of this form. A physician must review and complete Section II, III, and IV and then sign the bottom section. An up-to-date record of immunization must also be included.

☐ Licensing Notebook and Parent Handbook Notification/Media Release
This Licensing Notebook and Parent Handbook Notification form is your acknowledgment that you have been notified of our licensing notebook containing all licensing reports and our parent handbook containing all written policies. The Media Release Form allows you to grant permission or not for the St. Mary’s School to take and use photos and videos of your child.

☐ Smart Tuition Enrollment
All families must create a Smart Tuition account.

☐ Diocese of Grand Rapids Enrollment Form

Additional Documents

☐ Scrip Program Registration
Families and their extended family members can purchase Scrip or gift cards to area businesses and receive a percentage back to go towards tuition at school. For more information, visit the website: https://www.stmarysl.org/scrip.html

☐ Virtus Training and Background Clearance
Any adult who wishes to volunteer in any school related activities must complete Virtus Training and complete a background check.