



## 2021-2022 STUDENT FORMS CHECK LIST

### Have you completed and returned all forms?

For your convenience, here is a checklist for you to track your child's school forms. These forms should be completed for each child, not one per family. Forms with an asterisk require a doctor's signature.

You must turn in your back-to-school forms before your child's first day of school. Additional forms are available upon request. If you have any questions, please contact our registrar, Liza Sumallo, at [preschoolregistrar@merrittacademy.org](mailto:preschoolregistrar@merrittacademy.org) or 703-273-8000.

#### Back-to-School Forms

- Proof of Student Identity (only new students: must present an original copy of child's birth certificate or passport)
- Bio Form (only new students from infants through K4 to help with placement and getting to know your child)
- Emergency Contact Form
- Parent Handbook Agreement
- \*Virginia School Enrollment Health Form (every new student from infant to middle school)

#### Food Allergy Plan, Febrile Seizure Plan, Medication, and other Authorization Forms

Available upon request as needed for your child-contact Registrar

- \*Food Allergy Plan for Allergies or Medical Conditions (Epinephrine, Antihistamine, inhaler etc.)
- \*Authorization Form for Medication (one per product)
- Authorization Form for Topical Products (one form per product needed -diaper cream, sunscreen, and bug spray-this form must accompany the actual product and be turned in together after August 19<sup>th</sup>)

Please check each box (as appropriate) to keep track your submission of required forms for the 2021-2022 school year.

\_\_\_\_\_  
PRINT STUDENT'S NAME

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
PRINT PARENT'S NAME