



INCOMING FRESHMAN REGISTRATION CHECKLIST

Forms to be completed and returned to JCA with the \$275* registration fee by February 28, 2020.

- Consent to Release Records (*White Form*)
- Freshman Elective Course Selection (*Ivory Form*)
- Secondary Address Form (*Blue Form, if applicable*)
- Tuition and Fee Payment Agreement (*Yellow Form*)

*** Registration fee for incoming freshmen registering after February 28th is \$300.**

Required to be completed by April 1, 2020:

- Create an account with FACTS Tuition Management System

Required documentation to bring to the Main Office prior to the first day of school:

- Certified Birth Certificate – Certified birth certificate will be copied, notarized, and returned.
Copies and hospital records of birth are NOT acceptable. State of Illinois, 325 ILCS 50/5

Required documentation due to the Health Office prior to the first day of school:

- State of Illinois Certificate of Health Examination, version 11/15
- State of Illinois Dental Exam, version IOCI 0600-10
- State of Illinois Eye Exam, version 06/09 **ONLY** for Students **new** to the State of Illinois school system (**meaning they have never attended a State of Illinois school**).
- Emergency Action plans are requested for those students with asthma, diabetes, epilepsy (seizures) and severe allergies who may require the use of an epinephrine auto-injector.
- Students from outside of the USA or that travel outside of the USA, are required to contact the Health Office for further requirements.
- Medication Administration Authorization, if applicable. No student shall possess or consume any prescription or non-prescriptive medication (also known as over the counter OTC). For detailed information, see JCA's Medication Administration Policy on the school's website.

Health forms are available on the JCA website at: <https://www.jca-online.org/parents/health-office/>

Please note health documents have REQUIRED parent portions that must be completed, signed and dated by a parent/legal guardian to be compliant.

The required Certificate of Child Health Exam is valid for 395 days and fulfills the sports physical requirement for incoming freshman only. **HOWEVER, ALL FRESHMEN WHO WILL BE INVOLVED IN A FALL SPORT MUST HAVE THE CERTIFICATE OF CHILD HEALTH EXAM COMPLETED AND ON FILE IN THE SCHOOL HEALTH OFFICE BY JULY 1, 2020.**