



Elementary School Student Re-Enrollment Process & Checklist

Re-Enrollment Procedure

- A. Prepare and complete the following: ("E" denotes "Enrollment" and the number shows where you are in the documentation)
You will be able to read (as well as download copies of), sign, and submit each of these agreements:
- ✓ E1: [Elementary School Enrollment & Tuition Agreement](#)
You will be able to settle the \$200 Enrollment Fee and the Enrollment Deposit when submitting the Enrollment & Tuition Agreement. However, only the Enrollment Fee is required.
 - ✓ E2 & E3: [Statement of Faith Agreement & Standard of Community Life Agreement](#)
 - ✓ E4 & E5: [Health History & Vaccination Records](#)
 - ✓ E6: [Medication Consent](#)
 - ✓ E7: [Doctor Clearance / Student Physical](#)
All students are required to have a standard physical before entering school. You can download and print the physical form from this link and take it to your physician to sign when your child's physical is done. Once completed and signed, upload a scanned copy to this same link. **UCA understands that most students will not have this physical done until this summer. You can wait until then to upload this document.**
****If your child will be participating in sports, please download and print the sports physical evaluation form as well to take to your physician at the same time as they get their school entrance physical. This will save you a trip later to the doctor. **Download the Sports Physical:** [Sports Physical For Student Athletes](#)**
 - ✓ E9: B6T Transportation Form
Download Fillable PDF: [NJ "B6T" Bus Transportation Reimbursement Form](#)
Upload Here When Complete: [Upload Completed B6T Here](#)
- B. Once the Re-Enrollment Fee has been paid and all documents have been received, the student will be considered "Re-Enrolled" for the next school year.
- C. Based on your payment selection in the document "E1: Enrollment & Tuition Agreement", you will receive an invoice this summer to your email. You will be able to pay this invoice online or in-person.
- D. You will receive a copy of all signed and submitted documents upon their submission to the email provided in the online form.

Enrollment Portfolio Checklist

For full-time students, a completed Re-Enrollment file will contain the following items. The Enrollment file will not be considered complete if all documents are not received.

- ✓ E1 Signed Enrollment & Tuition Agreement With Re-Enrollment Fee
- ✓ E2 Signed Statement of Faith
- ✓ E3 Signed Standard of Community Life
- ✓ E4 Completed Health History
- ✓ E5 Completed Vaccination Records
- ✓ E6 Completed Medication Consent
- ✓ E7 Completed Entrance Physical Signed By A Physician
- ✓ E9 Completed Transportation Form "B6T" For Transportation Reimbursement