



## REQUIRED HEALTH AND ENROLLMENT DOCUMENTS GUIDE

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Students enrolling at St. Paul Lutheran School are asked to supply the following documents upon enrollment and prior to the start of the new school year.

- **Immunization Records-** For all new students entering preschool through grade 8 provided on physician's letterhead.
  - **Grade 6-** Proof of TDAP immunization
  - **Grade 7 and 8-** Proof of meningococcal immunization
- **Health Examination Form-** New York State requires that an annual physical exam and completed examination form is provided for all new students (Kindergarten-8) and returning students this document should be updated and resubmitted in Kindergarten and grades 1, 3, 5, and 7.
- **Dental Health Certificate-** St. Paul requests an oral health assessment is provided for all new students (K-8) and returning student in Kindergarten and grades 1, 3, 5, and 7.
- **Medical Release of Information-** Required for all new students preschool through grade 8.
- **Medications-** If student requires medication administered during school hours, please contact the school nurse at 585.392.4000 x205.
- **Birth Certificate-** Households are asked to provide a copy of the student's birth certificate prior to the first day of school. Each student's birth certificate only needs to be provided once and will remain on file for the duration of the student's enrollment.
- **Transcripts and Assessments-** All new students (grades K-8) transferring from a private or public school are asked to provide copies of previous school records including a transcript and copies of any assessments received.
- **Emergency Contact Information-** Parents/Guardians are asked to annually update emergency contact information for their student(s) during the enrollment process.

The requested documents or updates to emergency contact information can be sent to the School Office Manager:

**Email-** [School@stpaulhilton.org](mailto:School@stpaulhilton.org)

**Fax-** 585.392.4001

**Mail-** St. Paul Lutheran School

Attn: School Office Manager

158 East Avenue

Hilton, NY 14468