Ruth Murdoch Elementary School

Registration Steps 2024-2025

Name ____________________________
ID ______________________________
Grade ____________________________

Number of students in family at RMES/AA _____    PMC/Non-PMC

☐ New students/returning students:
  • Complete Application for Admission (new students only)
  • Complete Registration forms

☐ Financial Clearance ____________________________
  Business Manager’s signature required

☐ Turn in registration forms and provide required documents
  • Verify contact information (returning students) with signature on page
  • Consent to Medical Treatment (required)
  • After School Transportation Information (required)
  • Signature Form (required)
  • Assumption of Risk and Hold Harmless Agreement (required)
  • Extend Ed Form (if needed)
  • Proof of Medical Insurance (required)
  • Birth Certificate or Passport (new students) Compliance on or before the 1st day of school
  • Request for Records (new students)
  • Immunization records (new students) Compliance on or before the 1st day of school
  • Immunization Updates (Grade 7) Compliance on or before the 1st day of school
  • Health Appraisal recommended
  • Hearing/Vision Screening (Kindergarten students) Compliance on or before 1st day
  • Dental Screening (Kindergarten students) Compliance on or before 1st day of school
  • Kindergarten Schedule
  • Musical Groups Application (grades 4-8)
  • School Meal plan – optional (set up with AU Dining Services)
  • Application & Lunch Contract for Reduced-price Meals (available in August)
  • Tuition Assistance form for AU Employees (must be completed and returned to Andrews University Benefits each school year)

☐ Pay application fee $______________ Date paid __________________________

☐ Obtain ID card (required for new students - used with hot lunch program)

☐ Pay first month tuition on or before August 12, 2024