



## NEW STUDENT CHECKLIST

---

The following checklist will give you through the steps and documents needed to file at the school office to your child(ren).

\_\_\_\_\_ Complete the Online Enrollment form at [www.adventistmalama.org](http://www.adventistmalama.org) and submit it to our office. Instructions on how to login to RenWeb are available at the office. District code: AM-HI

\_\_\_\_\_ Make time to do the following at the school office

- Pay your fees & 1<sup>st</sup> month's tuition:
  - Testing Fee of \$50 (will be applied if your decide to enroll, otherwise it's non-refundable)
  - Registration Fee of \$200 is due by *March 31, 2020*, otherwise after deadline it's \$300. This payment is non-refundable.
  - Technology Fee (\$200), Dewars Insurance Fee (\$135.24), and August Tuition (\$588) is **(due before the 1<sup>st</sup> day of school)**
    - **Once all fees are paid, you must sign the tuition contract agreement**
- Complete Registration Packet by filling out/signing and returning back to school office **before** the 1st day of school:
  - Consent to Treat Form (one for each child enrolled)
  - Pick Up Authorization
  - ACH Withdrawal Form
    - *Must provide a voided check or set up a payment plan if paying monthly by cash*
  - Dewars Tuition Refund Plan Form
  - Playground, Image & Voice Permission Form
  - School Handbook Agreement)
  - Student's Health Record (Form 14)
  - Copy of Birth Certificate
  - TB (Tuberculin) Test results
  - Copy of Social Security Card
  - Physical Examination results
  - Student Release forms (If transferring from another school)

\_\_\_\_\_ You will be given:

- AMES Quick Info sheet
- 2021-2022 School Calendar
- School Supply List

Rev. 04/2021