Sts. John and Paul School
280 Weaver Street
Larchmont, NY 10538
914 834 6332

Checklist for New School Families

("Parents or Admissions" tab at sjpschool.org)

To Do List For New Families Upon Acceptance

- ☐ Enroll in FACTS our Tuition Company and Student Information Service (SIS). All in one place.
  Instructions can be found at the bottom of the page **FACTS: TUITION MANAGEMENT**, on the admissions tab at www.sjpschool.org.
- ☐ Additional Medical with updated immunizations if necessary, and dental forms.
- ☐ Provide Birth Certificate
- ☐ Provide sacrament certificates if applicable: Baptism, First Communion, Reconciliation and/or Confirmation
- ☐ Emergency/IRIS *(Immediate Response Information System)* Online Form (Click here to access)
- ☐ Ethnicity/Race Information Form
- ☐ Personality Description Form
- ☐ Grades 1 – 8: Provide last report card from current school or use our release of records form asking them to provide academic records to us directly.

Forms due by the first day of school

(Some may not be up until after the first week of school)

- ☐ Media Authorization Form
- ☐ SJP Handbook Acknowledgement Form ~ for the upcoming school year: available at the end of the summer. Wait for the updated SJP Handbook at the end of summer.
- ☐ Internet Contract
- ☐ State Textbook Form

Optional forms

- ☐ Aftercare Program Form
- ☐ Transportation Notice – Busing determined by home district

Information to review under "Parents" tab

- ☐ Uniform ordering information and guidelines – Changes each year – wait for the current year to be posted near the end of the current school year.
- ☐ Drop off and dismissal procedures with parking lot description ~ Wait for the updated procedures to be posted in late August.