



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

**Checklist for New School Families**  
**(“Forms” tab at [sjpschool.org](http://sjpschool.org))**

**To Do List For New Families ASAP or before the first day of school:**

- FACTs Tuition Management Co. instructions for enrolling “Admissions” tab (Tuition Schedule is on the website)
- Medical and Dental forms
- Provide Copies; Sacrament Certificates – Birth Certificate, Baptism\*, First Communion\*, Confirmation\*  
*(if applicable)*
- Emergency/IRIS (*Immediate Response Information System*) Form
- Ethnicity/Race Information
- Personality Description Form
- Records Release Form (Grades 1 - 8) *(if not already completed)*
- Enrollment Language Program form - with its Tuition Schedule *(if not already completed)*

**Forms due by the first day of school** “School Forms and Parents” tab

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

- Media Authorization Form
- Handbook Acknowledgement Form – Signature Page Handbook will be updated by the end of summer
- Internet Contract
- State Textbook Form

**Optional forms**

- Aftercare Program Form and Fee -
- Transportation Notice – Busing determined by home district
- Milk Order Form
- Hot Lunch Order Form – Different selection each day – **One form per child**
- Lunch Ordering Form – will be updated by end of summer

**Information to review under “Parents” tab**

- Uniform ordering information and description (updated in mid July)
- Dismissal Procedure with Parking Lot Description “Parents” tab