

Admittance Checklist

As your child begins school, personnel in the office start checking off the REQUIRED paperwork as you submit it. Below is your copy of our checklist. Please look this over and work to have it completed as quickly as you can. State law requires some of these items before a child can attend school. We have included the forms for physical and vision screening for your convenience to have them completed so that you can turn them in to the office. Thank you for your prompt attention to this list.

Form	Description	Completed
<u>Permanent Record Form</u>	This form is included in this packet. Information from this will be used to create the file for your child in our Student Information System and the system used by the State of Nebraska for education. While corrections and updates can be made, it is very important to enter complete and accurate data. If you have any questions about this form, please give Melissa in the office a call.	
<u>Birth Certificate</u>	While we can use a copy of an official state birth certificate, we cannot use anything except an official birth certificate. For example: Baptism records will not work. This is REQUIRED by State Law.	
<u>Social Security Number</u>	We need only the Social Security Number. We do not need to see the card.	
<u>Custody Papers</u>	As you will see on the Permanent Record Form, we need to have official records of custody issues for children with separated or divorced parents. We also need written information on anyone who should not have contact with your child.	
<u>Immunization Records</u>	Also REQUIRED by State Law, students who do not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations may complete a waiver statement which is included in this packet. Students with a signed waiver statement maybe exclude from school in the event of a disease outbreak. A list of required immunizations is included in this packet of information.	
<u>Physical Examination</u>	Evidence of a physical examination by a qualified Physician is REQUIRED within six months prior to the entrance of the child into Kindergarten or moving from another state. Your child will NOT be allowed to attend school until this is complete. We have included the form in this packet so that it can be completed before or child starts. A parent or guardian who objects may submit a written statement of refusal for his/her child. The statement will be kept in the student's file. Waiver forms are available in the office.	
<u>Vision Examination</u>	A school vision evaluation is REQUIRED for all children within six months prior to entering Nebraska schools for the first time or moving from another state. Evidence of this is required by law. Your child will NOT be allowed to attend school until this is complete. We have included the form in this packet so that it can be completed before your child starts.	
<u>Handbook</u>	Callaway Public School handbook.	
<u>Athletic Handbook</u>	Students 7-12	
<u>Insurance</u>	Must sign waiver if you do not elect to purchase or purchase	