

CHECKLIST - Important Steps to Complete

The following items should be completed within the first two weeks of school. All items can be accessed within the Enlightium Prep Parent App or at the Prep Office.

☐ Supply List - (all students) Please review the School Supply List to ensure your student has the materials needed for a successful start to the school year.	
☐ Annual Acknowledgment & Medical Authorization - (all students) Please review and sign the Annual - Field Trip General Acknowledgment & Medical Authorization for each student in your family, as a completed form is required for every student at the beginning of the school year.	
☐ Enlightium Prep app - (at least one parent) This will be your family's primary channel of communication. If not joined, please review Parent App Instructions (attached). Please make sure you are added to the applicable groups by searching for them and requesting to join. For assistance, please stop by the Prep Office.	
☐ Parent Participation - (all parents) Please complete the Parent Participation & Acknowledgment Form (attached) to review and acknowledge Enlightium Prep's expectation that families participate in their student's learning and school activities for a minimum of 20 hours per year (10 hours for single-parent households), with a background check required for volunteer activities involving other students.	
☐ Allergy & Medical Information - (all students) Please complete the Student Allergy & Medical Information Questionnaire (attached) so our school staff is aware of any allergies or sensitivities your student may have. This information helps us ensure your child's safety and well-being during school activities and events.	
☐ Authorized Pick-Up - (if applicable) To help us keep students safe, please complete the Pickup Authorization Form (attached) to identify any <u>additional adults</u> , beyond the parent(s)/guardian(s) on the account, who are authorized to drop off or pick up your student. If a last-minute change is needed, please contact the school by phone to provide the authorized individual's name and relationship to the student.	
☐ Soccer Participation Sign Up - (6-8th grades) Weekly Soccer practice will be held every Monday from 3:45 - 5:00 PM, starting August 31st. For your student to participate, the attached Seasonal Sport Registration & Waiver Form must be completed.	

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☐ Hot Lunch Participation - (if applicable) Students can enjoy wholesome, homemade meals alongside their classmates, and families can choose either a full-year enrollment or a one-month trial to see if the program is a good fit. If you are not sure whether you already selected the hot lunch option during enrollment, you are welcome to submit this form as well.	
☐ World Language Selection - (1-12th grades) Please complete the brief World Language Selection Form (for each student in your family) to choose either Spanish or Russian for the upcoming school year; selections are a full-year commitment and help us plan appropriately for class space, staffing, and curriculum.	
☐ Social Media Opt-Out - (if applicable) Enlightium Preparatory Academy regularly shares class and school photos and videos within the Enlightium Prep App and may occasionally feature select photos or videos on our public social media platforms, including Facebook and Instagram. If you prefer that your student not appear individually on social media, please complete our Social Media Opt-Out Form (attached).	
☐ Family Handbook - (all families) All families must review the Family Handbook . If you have any questions, please reach out to Prep's Main Office. Dress code guidelines are found on page 15.	
☐ Immunization Forms - (new & updated) If your student is new to Enlightium Prep or has updated immunizations/forms, please submit them to the office as soon as possible. Immunization Status Immunization Exemption .	 
☐ Schedule - (all students) Please review the Daily Schedule for your student. Bookmark or print for your reference.	