

Bishop Leonard- Saint Mary of the Mount Academy



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Dear Families of BLSMMA,

Attached is your child's Student Folder checklist. The items on this list are required as part of each student's folder to be kept on file in the school office. Please look over the list carefully to see what is needed for your child's folder to be complete. Do not be alarmed if you see that we do not have your child's Birth Certificate or Baptism Certificate. Many of our student's folders are missing these items. Please make a copy of the certificate, (whichever one is needed) and send it into school. This is a very aggressive attempt to bring all of our student's folders to date. Thank you for your cooperation.

A more detailed explanation:

✓ The Registration Fee is due from each family. If this is not checked as being complete, please send in the \$50.00 registration fee immediately.

✓ The Memorandum of Understanding is a Diocesan form that is required to be on file for each family.

✓ The Pastor's Verification Form is only required by those families **not** in the SaintJohn Vianney Parish or the Saint Mary of the Mount Parish. If you have sent in the form for us to have your Pastor sign it, disregard.

✓ The Release of Photo Form only comes back if you **do not** want your child photographed for any publication. This is checked because we have not received your denial. If you change your mind about this policy, send in the form at **any time**. You can also download this form on our web-site.

✓ Physicals are required for all Kindergarten, 6th Grade and any new student entering BLSMMA. Please send this in as soon as possible. Our nurse will contact you if we have not received this when she arrives. Also, if you do not have a current immunization sheet on file, the nurse will contact you. All students must be up-dated with his/her immunizations. **This is a state law!**

✓ Dental Examinations are required for all 3rd and 7th Grade students. If you chose to have your Dentist examine your child's teeth, send in the signed form to the school office as soon as the examination is complete. Our Dental Hygienist usually comes during the spring. If we do not have a dental form on file, the Dental Hygienist will check your child's teeth and send home any recommendations.

✓ The Internet Usage Policy must be signed by all parents/students in grades 3 and up. Sign the form and send the **signature form** (keep the information sheet) back to your child's teacher.

✓ The Local Field Trip Permission Form stays on hand with your child's homeroom teacher. This form is your permission to attend the local Library, park, etc.

✓ The Loan of Textbooks form is a requirement by the Diocese since we do get federal monies to purchase our books. Please sign and return to school.

If you have any questions about any forms that are needed for your child's folder to be complete, call the office @ 412-431-4645. Thank you.