

DOCUMENTS REQUIRED FOR SCHOOL REGISTRATION

ALL STUDENTS NEW TO KTA ARE REQUIRED TO SUBMIT THE FOLLOWING:

- Birth Certificate (government issued; hospital certificate not accepted); must be received within 10 DAYS of acceptance per state law
 - Completed KTA Application (one per child)
 - Student's Former Records – 1st grade & above only; request from previous school and/or fill out a Records Request Form at KTA
 - Copy of Updated & Compliant Immunization Record or Certificate of Religious Exemption (exemption must be on state form & signed by physician). Please read Entering Grades below to assure immunizations are up to date with state requirements.
 - Child Health Examination form (IL State form); also known as "School Physical" – required for grades PK, K, 6th & 9th and for any student entering an IL school for the first time (includes homeschool students)
 - Dental Exam or Waiver (IL state forms) – K, 2nd, 6th & students (any grade) transferring from out-of state school or homeschool
 - Eye Exam or Waiver (IL state form) – Kindergarten & students (any grade) transferring from out-of-state school or homeschool
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STUDENTS RETURNING TO KTA ARE REQUIRED TO SUBMIT THE FOLLOWING:

VACCINATION REQUIREMENTS FOR THE 2020-2021 SCHOOL YEAR

- FOUR doses of Polio are required for first entry into school
 - TWO doses of Varicella is required at entry into grades K, 1, 2, 6, 7, 8, 9, 10, & 11
 - ONE dose of Meningococcal is required for entry into 6th, 7th or 8th grade
 - TWO doses of Meningococcal is required for entry into 12th grade (only one dose if received at 16 years or older)
 - A Tdap booster is required for entry into grades 6th through 12th grades
- or ----
- Certificate of Religious Exemption – required for any immunizations not received due to religious beliefs. Must be on IL state form only & signed by the doctor & parents.
- or ----
- Medical Exemption – must submit lab proof of immunity; physician's statement only compliant for exemption from Varicella vaccine. Proof of immunity only allowed on certain vaccines.

CHILD HEALTH EXAMINATION FORM "School Physical"

- Required for entry into PK, K, 6th & 9th (or any grade if previously homeschooled)
- Required for any students entering an Illinois school for the first time (including homeschool)
- Health History section on Page 2 must be completed and signed by parent
- NO EXEMPTIONS allowed per state law and all exams must be on IL State form.
- MAY BE USED IN PLACE OF SPORTS PHYSICAL (IHSA) FORM

DENTAL EXAMINATIONS

- Required upon entering K, 2nd, 6th & 9th grade or first time entry into IL school (including homeschool students)
- Must be on IL state form & performed by a dentist
- Waivers from examination are available (if applicable)

EYE EXAMINATIONS

- Required upon entering K or first time entry into IL school (including homeschool students)
- Must be on IL state form, performed by an ophthalmologist & dated and signed by parent.
- Waivers from examination are available (if applicable)

2020 – 2021 STUDENT EXCLUSIONS & LOCKED GRADES

As a “State Recognized” private school, we are mandatorily required to exclude any children not compliant with state laws and requirements from attending school and/or not release any grades for your child. Our desire is that no child is excluded from attending school, therefore your cooperation in getting all completed documents submitted is vital. Please see below for mandatory DUE DATES and CONSEQUENCES of your child being non-compliant with state requirements. These dates only apply if an item is due for your child and their grade schedule.

EXCLUSION FROM ATTENDING SCHOOL IF NOT RECEIVED BY OCTOBER 15, 2020

- ✓ Complete & Up to Date Immunizations (or documents for waivers as applicable)
 - ✓ Child Health Examination Form (aka “School Physical”)

Exclusion from attendance will occur beginning on October 16th

GRADES LOCKED & REPORT CARDS HELD IF NOT RECEIVED BY APRIL 30, 2021

- ✓ Dental Exam or Dental Exam Waiver (if applicable); IL state forms only
- ✓ Eye Exam or Eye Exam Waiver (if applicable); IL state forms only

Grades will be locked in FACTS beginning May 1st & end of year report cards will not be released.

QUESTIONS & CONCERNS

All questions or concerns regarding any of the items covered herein are to be directed to our Records Manager, Mrs. Tiffany Kruse. For any docs sent into the office, please put in sealed envelope with her name on it to assure she receives. Since Mrs. Kruse has irregular hours and is in the office on non-specific dates, she does receive emails regularly in case of any time sensitive information.

Please feel free to contact her by any of the means listed below:

Tiffany Kruse

Email: records@k3trinityacademy.org

Office: 815-935-8080