



## Student File Checklist

Child's name : \_\_\_\_\_ Enrollment date: \_\_\_\_\_

This checklist has been prepared to help you complete the documents for your child's file in accordance with Department of Children and Family Services licensing regulations. All forms must be completed and turned in to NFCNS two weeks prior to the first day of school.

Please fill out every form completely, using N/A (not applicable) when appropriate

If your child was a Cub, Bear, 3-Day or 4-Day student last year, only those forms marked with an asterisk are required.

- \_\_\_\_\_ Photocopy of birth certificate
- \_\_\_\_\_ Certificate of Child Health Exam (remember to complete the parent portion and sign it)  
\*This form is due every 2 years. If you are claiming exemption from immunization for your child based on religion, also complete and return the Illinois Certificate of Religious Exemption
- \_\_\_\_\_ Lead Risk Questionnaire
- \_\_\_\_\_ \*Emergency Contact form
- \_\_\_\_\_ \*Release and Notification form
- \_\_\_\_\_ Student Information form
- \_\_\_\_\_ \*Consent form
- \_\_\_\_\_ Guidance and Discipline Policy
- \_\_\_\_\_ Illness Policy
- \_\_\_\_\_ Late Pick-Up Policy
- \_\_\_\_\_ \*Allergy Alert form – if your child has an allergy to be managed at school, please complete the Allergy Action Plan and Permission to Dispense Medication for each medication indicated by the Action Plan
- \_\_\_\_\_ \*Handbook Acknowledgement
- \_\_\_\_\_ DCFS Licensing Regulations Summary, page 11 – Verification of Receipt
- \_\_\_\_\_ \*Volunteer Sign-Up

Other forms that may be indicated:

- \_\_\_\_\_ Illinois Certificate of Religious Exemption
- \_\_\_\_\_ Allergy Action Plan
- \_\_\_\_\_ Permission to Dispense Medication