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