Student File Checklist
Archdiocese of Miami Office of Catholic Schools

Student Name: _____

School Name: _____   School Entrance Date: _____

Required Documentation:	Person Responsible for Checking Files:	Date Checked:
STUDENT PERMANENT RECORD		
Admissions Application (Including student's legal name and address as well as parents/legal guardians' names and addresses)		
Copy of the Original Birth Certificate (or other acceptable proof of age if born outside of the United States)		
Home Language Form		
Records from Previous School(s)		
Sacramental Certificate(s) (If Applicable)		
Report Card/Transcripts (Including date of program completion or graduation)		
Standardized Testing		
Attendance Records (Including days present & absent, date enrolled, and date withdrawn)		
Photo Card (Optional)		
STUDENT TEMPORARY RECORD		
School Entry Health Exam (DH 3040)		
Certificate of Immunization (DH 680)		
Health Screening Results (Scoliosis in 6th grade, BMI, Vision, Hearing)		
Accident and Illness Reports		
Psychological Testing Results (If Applicable)		
ILP/Accommodations Plan (If Applicable)		
Parent Conference Forms		
Disciplinary Records		
Emergency Information		
Pickup Authorizations		
Signed Tuition Agreement(s), Parent/Student Handbook Acknowledgement(s), Technology AUP(s)		