

Queen of the Rosary School Registration Process Checklist

Forms located under "Parents / Forms and Publications"

Required Forms (see "2021 New Family Binder")

Welcome to Queen of the Rosary School! Please take a moment to check the list below for required paperwork for registration. Completed forms can be turned in to the school on 1/31/21 from 10am-12:30pm or by appointment.

- ☐ Registration Form-one per student
- ☐ Copy of original birth certificate (copy of baptismal certificate if possible)
- ☐ Registration fee of \$125 paid by cash or check (made out to Queen of the Rosary School)
- ☐ Emergency Information And Acknowledgements Form (both sides)-one per family
- ☐ Medical and Emergency Notification Information –Authorization for Medical Treatment Form-one per student

- ☐ School Messenger Telephone Broadcast Service-one per family
- ☐ U.S. Department of Education Race and Ethnicity Standards Form-one per student
- ☐ Home Language Survey Form-one per student
- ☐ State of Illinois Certificate of Child Health Examination- PS3, K, 6 and all new students
- ☐ Dental Exam - K, 2, and 6
- ☐ Eye Exam –K, and all new students (not Preschool)

Optional Forms

- ☐ Lunch Supervisor Form (must comply with VIRTUS Requirements below)
- ☐ Extended Care Registration Form and Weekly Statement
- ☐ QR Parents Club Volunteer Opportunities
- ☐ VIRTUS Forms for Volunteering (see below)
 1. Create an account in VIRTUS to complete a background screening and register for a VIRTUS class.
<http://www.virtusonline.org/virtus/>
 2. Sign up and attend a VIRTUS class. All participants must pre-register online to attend a class. After your VIRTUS training you will receive a certificate. A copy of this certificate MUST be on file in the school office.
 3. Complete a CANTS form, print a copy, and turn it into the school office. This must be updated every year. This form can be found on our website.
 4. Complete a Code of Conduct form, print a copy, and turn it into the school office. This form can also be found on our website.