



SACRED HEART SCHOOL

RELIGION ♥ ACADEMICS ♥ ATHLETICS

2018-2019 MASTER CHECKLIST

To simplify the process of submitting documents/payments to school for the new school year, the following checklist has been created to help families determine what they need to complete and when.

All documents/forms are located on the school's website, www.shslombard.org, under Parents & Students > School Forms or on SchoolSpeak.

If you have any questions/problems, please contact the office – (630) 629-0536

✓	DOCUMENT / FORM	AFFECTED GRADES/FAMILIES:	DUE DATE – No later than...
	Extended Care Program Information Extended Care Program Agreement – complete on School Speak	All families that wish to utilize this program.	Tuesday, August 21 st
	Emergency Contact and Medical Authorization- complete on School Speak	ALL	Tuesday, August 21 st
	Directory Form https://www.cognitofrms.com/SHS3/DIRECTORYFORM	ALL	Friday, August 31 st
	Permission Form – complete on School Speak	ALL	Tuesday, August 21 st
	Milk Order Form – complete on School Speak and send a check to the office	All families that wish to utilize this program.	Tuesday, August 21 st Form & Payment
	Dental Exam Form OR Dental Exam Waiver	Kindergarten, 2 nd & 6 th Grades	May 1, 2019
	Eye Exam Report OR Eye Exam Waiver	Kindergarten or anyone transferring in from out of state regardless of grade.	Friday, October 12 th
	Pre-Participation Examination	Those students planning to participate in Athletics	Wednesday, July 20 th
	Child Health Examination Form	Pre-K, Kindergarten, & 6 th	Tuesday, August 21 st
	Healthcare Provider Written Certification for Student w/Asthma & Self-Administered Medication Authorization for Student w/Asthma	Only those students, with ASTHMA, that need to administer medication at school. <u>Must be completed by physician.</u>	Tuesday, August 21 st
	Self-Administered Medication Authorization for Student	Only those students that need to administer medication at school.	Tuesday, August 21 st
	Book and Technology Fee	Preschool - \$50 per student K-8 th Grade - \$100 per student	Tuesday, August 21 st
	FACTS Tuition Payment System	New families to SHS	Friday, August 10 th
	How to participate in the WT Café lunch delivery program on Tuesday's & Thursday's	Pre-K – 8 th	Wednesday, August 22 nd (To have a meal for your child/children on 8/23)
	Gym & Sweatshirt Uniform Pre-Order Form	Sweatshirts - ALL Gym Uniforms are for grades 5 th – 8 th	July 20 th Form & Payment