

PCS Parent Checklist

Items PCS needs in hand—BEFORE—admission consideration

- Online Application completed
- IEP/504 (or similar education plan) documents
- Previous school records/discipline (Form **MUST be signed by you** and sent to previous school or hand delivered. Taking the form on your own is faster.)
- Assessment Results (performed at PCS)

For clarity: Your child(ren) is not considered a PCS student until you receive a formal email letter from Dr. Walp, our Administrator, stating you are accepted.

Items needed for enrollment IF accepted (submit all documents to the front office)

- Birth Certificate
- Immunization Records
- Gradelink Family Portal account set up
- Payment Plan set up with FACTS
(Accessed through FACTS Family Portal after enrollment)
- Custody Paperwork (if Applicable)
- Affidavit of Intent (Grades 1st-8th)
- Blue Emergency Sheet (TO and Aftercare Only)
- Probation and Kinder Birthday letters (TO Only)

Needed before your student can attend — IF—accepted

- Non-refundable RT&A fee: \$300 for 1st child, \$100 for second child, \$0 for each additional child, due at time of acceptance

For any questions and/or concerns, please call the school office at (928) 474-8050 or send an email to Mrs. Susan Sanders - ssanders@pcspayson.org