

# **PCS Parent Checklist**

## **Items PCS needs in hand—BEFORE—admission consideration**

- Online Application completed (\$225 fee for 1<sup>st</sup> child [\$175 applied to R&A Fee if accepted], \$75 for second child, \$50 for each additional child, due at time of submission; non-refundable;)
- 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.)

**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
- Payment Plan set up  
(Accessed through Gradelink Family Portal after enrollment)
- Custody Paperwork (if Applicable)
- Affidavit of Intent (Grades 1<sup>st</sup>-8<sup>th</sup>)
- Blue Emergency Sheet (Pre-K Only)
- Probation and Kinder Birthday letters (Pre-K Only)

## **Items you'll need—IF—accepted (can be requested from front office)**

- Dress Code Flyer
- Uniform/Outerwear Ordering Instructions
- Academic Calendar
- Event Calendar

For any questions and/or concerns, please call the school office at (928) 474-8050 or send an email to [ecampbell@pcspayson.org](mailto:ecampbell@pcspayson.org)