

PCS Parent Checklist

Items PCS needs in hand—BEFORE—admission consideration

- ☐ Online Application completed (\$260 fee for 1st child [\$210 applied to R&A Fee if accepted], \$100 for second child, \$75 for each additional child, due at time of acceptance; 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 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)

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 our Registrar, Ms. Stickley: astickley@pcspayson.org