



400 Nilles Rd. - Fairfield, OH 45014 – (513) 858-4215 – Fax (513) 858-4218
www.shjs.org

SHJS New Student Application Checklist

BEFORE YOUR CHILD CAN BE ACCEPTED, WE MUST REVIEW THE FOLLOWING FORMS. PLEASE SUBMIT THEM AS SOON AS POSSIBLE.

A REQUIRED NEW STUDENT ASSESSMENT WILL ALSO BE SCHEDULED PRIOR TO AN ACCEPTANCE DECISION BEING MADE.

Forms Completed Electronically:

1. Application Form - We will contact you once received.
2. Student Health History Form - Sent following submission of application.
3. Release of Records Form for students in grades 1-8 - Sent following submission of application.

Documents Submitted to School at Time of Application:

- Birth Certificate
- If the student is a transfer student, submit these additional documents:
 - Most current report card (K-8).
 - Copy of IEP (Individual Education Plan), if applicable.
 - Most current standardized test scores.
- If the student is an incoming kindergarten student, submit the following form:
 - Incoming Kindergarten Student Preschool Form attached to the application, and have the student's preschool teacher complete and submit to school. It will also be sent to you after the submission of your application.

Documents Submitted Once ACCEPTANCE LETTER is received from SHJS:

1. Emergency Form – Completed by parent/guardian. This is sent home the first day of school in the fall.
2. Dentist's Report Form – Completed by dentist. Print PDF located in the Library on our ClassTag app once you are added to our app.
3. Doctor's Report Form – Completed by doctor. Print PDF located in the Library on our ClassTag app once you are added to our app.