Montessori School of Louisville
An educated mind. An educated heart.

Required Forms for MSL student enrollment
(revised Jun-2011)

Parents, please note: Students without required documentation on file before the first day of school will not be able to start school until documentation is completed.

Admissions

- **Admissions Application** – completed with fee
- **Teacher Recommendation** form – completed by child's current or most recent teacher. Does not apply only if child has not been enrolled in school prior to entering MSL.
- **Enrollment Contract –** a completed and signed enrollment contract is required prior to acceptance into the program.
- **Tuition –** a student may start school only upon receipt of tuition in full or the activation of a FACTS Tuition Management account PRIOR to the first day of enrollment.
- **Transfer Records –** for students who have attended school prior to enrollment with MSL, the school office should receive copies of educational record including Montessori progress reports, standardized testing results, etc.

Enrollment file

- **Birth certificate** – copy of certificate issued by state/country of birth, not hospital. For help refer to **www.VitalChek.com**
- **Kentucky Immunization Certificate** – if relocating from outside Kentucky, please take existing immunization proof to local pediatrician or Metro Department of Health for assistance (updated as required)
- **Kentucky Physical Exam** – through 4th grade
- **Kentucky Physical Exam** – 5th grade and older
- **Kentucky Eye Exam** – required no later than January of attendance year for all children upon entry to MSL. Not required annually.
- **Kentucky Dental Exam** – required no later than January of attendance year for all children upon entry to MSL. Not required annually.
- **Emergency Medical Release** (updated annually)
- **Enrollment form** (updated annually)
- **Medical Authorization & Blanket waiver** (updated annually)
- **Image Release** (updated annually)
- **Directory Release** – due no later than last school day of August of attendance year (updated annually)
- **Student records release**
- **Authorization for Sunscreen Application** (updated annually)
- **Authorization for Topical Applications** (if applicable) (updated annually)
- MSL Student-Parent Handbook Parent **signature acceptance page** (updated annually)