

TRINITY LUTHERAN SCHOOL ENROLLMENT INFORMATION

All Enrollees	<ul style="list-style-type: none"> Enrollment at Trinity is on an annual basis and includes an application for enrollment, supporting documents, and nonrefundable registration / supply fees. Enrollment packets / fees must be received before the deadline for both continuing and new students to begin at Trinity. Application for enrollment does not constitute acceptance.
Enrollment Procedures for Returning Students	<ol style="list-style-type: none"> 1. Complete Application for Enrollment and supporting forms with all parent signatures. 2. Return these forms to the school office with the nonrefundable registration fee (check, cash, or parent portal) for your application to be processed. 3. Provide updated student documents for custody restrictions, extended care, immunization records, and pay the student supply fee to the school office prior to start of school. 4. In households where the parents are separated but have shared custody, the signature of both parents must accompany the application form.
All New Enrollees	<ol style="list-style-type: none"> 1. Complete a New Student Application. 2. Schedule an on-site interview and academic assessment with the principal /assistant principal. 3. A non-refundable one-time application/assessment fee of \$25.00 must be paid at the time of the assessment. This is for all new Kindergarten and transfer 1st – 8th Grade Students, including Trinity Preschool students entering Kindergarten. 4. After the interview/assessment, parents will meet with the principal or assistant principal to review the academic assessment. Acceptance is partially based upon our standardized test scores on Renaissance STAR Math and Reading being no less than 9 months below grade level for grades 1-8. Any student falling under grade level but no more than 9 months below grade level may be conditionally accepted upon completing an individualized plan to help fill in the gaps. In Kindergarten, a specific grade-level evaluation will take place. 5. In addition to the assessment, the administration will review the student’s current principal recommendation, two years of report cards, and two years of state test results (grades 2-8). A teacher evaluation form will be mailed to the current teacher and requested back within 15 days. This is to help us better know your student. 6. Once an offer of enrollment has been made, all enrollment forms and nonrefundable registration and supply fee must be received in the office before the application can be processed and the student begins school. 7. Enrollment and grade placement of transfer students will be conditional until all cumulative records have been received from the previous school and evaluated. 8. All new students will remain on a 90 day probationary period; Trinity reserves the right to withdraw the offer of enrollment to any new student who demonstrates behavioral or academic concerns that are unable to be addressed with the resources we have available. Tuition, registration, and supply fees will not be refunded. 9. In households where the parents are separated but have shared custody, the signature of both parents must accompany the application form. 10. A copy of an official birth certificate must be included in the enrollment packet. This is not the hospital issued record of birth, but a copy of the official certificate from the Office of Vital Records in the county of birth. 11. A copy of immunization records must be provided by the parent/guardian before the first day of school if the cumulative records from the previous school have not been received by TLS. 12. Signed release form is required and/or mailing address of previous school in order to receive cumulative student records. <p>Completed documents verifies your commitment to send your child to Trinity and allows the school to plan accordingly. Without accurate enrollment numbers, staffing cannot be properly planned for. There is limited space for each class.</p>

Support Documents:

1. Identification and Emergency Information
2. Driver's Insurance Form
3. Parent Consent for Administration of Medications and Medication Chart
4. Student Release Audio Visual
5. Parental/Guardian Commitment.
6. Parent Questionnaire
7. Financial Agreement – double sided with informational page – Terms of Financial Contract
8. Proof of California Health requirements – see Vaccination Letter for clarification

Other forms/Procedures (if applicable):

1. Report of Health Examination for School entry – Kindergarten only
2. Proof of 2 doses of varicella – all grades, proof of Booster Tdap prior to 7th Grade
3. Extended Care Form, if attending.
4. Custody Restrictions/Orders
5. Principal's Recommendation, 2 years report cards, 2 years state testing results (transfer students only)
6. Teacher Evaluation Form (transfer students only – sent through our office)
7. Any pertinent information (medical, special needs, or other) that would be helpful for the school.