

PORTLAND CHRISTIAN SCHOOL



8509 Westport Road, Louisville, KY 40242
(502) 429-3727 Office ♦ (502) 326-3503 Fax

To: Parents of Students Grades 7-12
Date: August, 2016
Re: **1st Day Student Packets**

Dear Parent/Guardian,

You are now able to view and complete first day packet forms and memos online. There are two options:

- 1) Download & print, complete, and send hard copies to the office.
- 2) Complete online and send via email.

The following from must be completed and submitted by **Wednesday, August 17, 2016:**

- ***2016-2017 Enrollment / Emergency / Health Information** - This form must be completed for **every** student. SPECIAL NOTE: An e-mail address is required as most school correspondence will be electronically mailed to our PCS families. Please include student's e-mail address also.
- * **Physical Education Form** - Must be on file for P.E. teacher to reference throughout the school year. *Very important. Grades 7 – 9 only*
- * **Student Driver Form** (Grades 10-12)
- * **Non-Discriminatory Policy Statement and Parental Cooperation Statement/Book Agreement/Student Agreement Form.** Must be signed by all parents & students 7-12 Grade
- * **Edline Form and Access Code Information** (*submit form only if code is being requested*)

The following forms must be reviewed online. (A hard copy may be picked up in the school office if needed.)

___ **7-12 Mini Handbook**

- **Attendance Policy**
- **Social Media Policy**

___ **Asbestos Notification.**

___ **Prescription & Over-the-counter Medication Authorization Forms.** These forms must be completed for any student taking medication while on school premises.

___ **Criminal Background Check.** Please complete this mandatory background check if you're interested in volunteering within the school or chaperoning on any fieldtrip.

___ **Pre-Arranged Absence Form.** Submit this form when requesting excused absences for your child.

___ **Updated Lunch Room Policy** - Application needed only if applying for reduced lunches.

___ **School Closing Policies.**

My signature is verification that I have reviewed all the materials listed above at the school's website. **I understand this packet is to be signed and returned no later than Wednesday, August 17, 2016.**

Parent/Guardian Signature

Student's Name

Grade