

# 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, 2017  
Re: **1<sup>st</sup> 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 **Friday, August 18, 2017:**

\***2017-2018 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

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

- ( ) **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 Friday, August 18, 2017.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Grade