



*Sts. John and Paul School*  
*280 Weaver Street*  
*Larchmont, NY 10538*  
*914 834 6332*

**Checklist for New School Families**  
**(“Parents or Admissions” tab at [sjpschool.org](http://sjpschool.org))**

**To Do List For New Families ASAP or before the first day of school:**

- Enroll in FACTS upon acceptance. Deadline July 1 for upcoming school year: Tuition Management.  
“Admissions” tab ~Scroll down for instructions
- Medical and Dental forms
- Provide Copies; Sacrament Certificates – Birth Certificate, Baptism\*, First Communion\*, Confirmation\*  
(\* if applicable)
- Emergency/IRIS (*Immediate Response Information System*) Form
- Ethnicity/Race Information
- Personality Description Form
- Records Release Form (Grades 1 - 8) (*if not already completed*)
- Enrollment Language Program form - with its Tuition Schedule for Fluent French students (*if not already completed*)

**Forms due by the first day of school** “School Forms and Parents” tab

*(Some may not be up until after the first week of school)*

- Media Authorization Form
- Handbook Acknowledgement Form – Wait for the updated SJP Handbook at the end of summer.
- Internet Contract
- State Textbook Form

**Optional forms**

- Aftercare Program Form and Fee -
- Transportation Notice – Busing determined by home district
- Hot Lunch Order Form – Different selection each day – **One form per child** – will be updated by end of summer

**Information to review under “Parents” tab**

- Uniform ordering information and description – Changes each year – wait for the current year to be posted
- Dismissal Procedure with Parking Lot Description “Parents” tab ~ will be shared at the end of the summer.