



# Lincoln

## Community School

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### Checklist to assist new families

1. Medical records are complete / updated - admission office  
Note: All four LCS medical forms (Immunization, Health information and Physical and Authorization forms) **must be completed and submitted before a student's first day** at school
2. Invoice settled - Business Office  
Note: Registration Fees must be settled immediately after Admission is confirmed to ensure complete enrollment. Tuition fees must be settled before student's **first day of school**.
3. Receive welcome pack – Student/Parent Handbook, PTO letter etc – admission office
4. Submission of the signed Parent Agreement form to the Admission Office
5. Update e-mail or telephone numbers in the admission office
6. Meet with counselor for schedule (Secondary students only)
7. Sign computer user agreement form in the technology office
8. Take photos in the technology office for ID cards – student, parents, drivers
9. Purchase P.E. uniforms, stationary etc from school store
10. Collect car stickers from the main administration reception – (need car registration number)
11. Purchase lunch coupons (optional for Grade 1 to 5) – **Elementary Principal's office**
12. (grade 6 to 12 ONLY) Sign up for CAS *after reading the materials* (enclosed) CAS office
13. After school activities in the Athletics Office
14. Preview of website... **Advancement Office**

