



St. Joseph Ost Catholic Church

St. Joseph Catholic School



We are hopeful that providing you with the following checklist will help you gather the necessary documents over the summer for a smooth enrollment process! Please look over the checklist and make sure you are ready to go for the new school year! ~ Thank you!

Pertinent health documents/information needed for your student's school file:

- Birth Certificate:** A copy of each student's state registered birth certificate is required to be on file in the school office. **Note: If you have provided a copy while attending school here at any time, a second copy is not needed.** If your student's school records are being transferred from another school, they are not able to send copies of birth certificates with those, so we will need to acquire a copy from you.
- Health Assessment:** Documentation of a physical exam by a physician is required for any child in the state of Kansas entering the school system for the first time. We will accept any "well child development checkup or health assessment" form that your doctor has provided to you. Or if a blank form is needed, a generic health assessment form to print can be found on our website (www.sjost.com) under "Registration; Health Documents". **Note: If you have already provided such information while your child attended school here, a repeat exam is not required.** If you already provided this information while your child attended *another* school, please sign a release of records form authorizing transfer of your child's health records to St. Joseph Catholic School. *These release of records forms are available in the school office.*
- Immunizations:** Documentation of required immunizations by the state of Kansas, is required by the first day of school for all students. See the attached form of required immunizations for the 2024-2025 school year (requirements are the same as they were for the 2023-2024 year). Acceptable documentation includes: an updated and healthcare authorized copy of the students "pink vaccine card", a completed copy of the Kansas Certificate of Immunizations (KCI), or a computerized list of immunizations provided by your doctor's office. *If your child receives any new doses throughout the summer or school year, please provide appropriate documentation to the school office.* If you already provided this information while your child attended *another* school, please sign a release of records form authorizing transfer of your child's health records to St. Joseph Catholic School.
- Food Allergies/Meal Modifications:** Students with a severe or life threatening food allergy are required to submit a Food Allergy & Anaphylaxis Emergency Care Plan and a Meal Modification request form, both signed by a licensed medical authority. Students with meal modification dietary requests (not life threatening allergies) also need to submit the Meal Modification request form.

Ora et Labora—Pray and work



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However, in this case, the only signature required is the parent/guardian (no medical authority signature required). Meal Modification & Food Allergy & Anaphylaxis Emergency Care Plan forms must be completed/renewed annually.

- **Medications:** All medication (prescription or over the counter) to be administered during school hours requires the appropriate Diocesan form to be signed by a doctor or dentist, and a parent. The form must accompany the medication in its original packaging. *Please see the Parent/Student Handbook, found on our website, (page 25) for more detailed information.* (Over the counter meds include: Tylenol, ibuprofen, vitamins, cough syrup/drops, etc.). As a parent/guardian, you are welcome during the school day to personally administer prescribed or over the counter meds to your child without the above required paperwork. Please check in at the school office if you come to administer a medication to your child. Medication forms must be completed/renewed annually.
- **Asthma:** If your student has asthma, please complete the Kansas Asthma Action Plan and have it signed by the student's doctor. The KAAP form must accompany the appropriate Diocesan medication administration form for students who have inhalers. Both forms are required to be completed/renewed annually.
- **Sports Physicals (middle school only):** Students participating in a school sponsored sport activity (grades 6th-8th) are required by KSHSAA to have an annual pre-participation physical evaluation form and concussion release form turned into the school office by the first day of practice. Physicals completed after May 15th can be used for the following school term. The KSHSAA sports physical and concussion release forms can be found on our website (www.sjost.com) or in the school office. **Both forms** must be turned in to be able to participate. Both forms must be completed/renewed annually.

Medical forms can be found on our school website. www.sjost.com. Go to the Registration tab and click on Health Documents. If you cannot find a particular form/document, please contact the school office.