**Sterile Processing - Financial File Checklist**

**Student Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Program Start Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Student ID#** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Completed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** *(ALL FORMS / EACH PAGE MUST BE SIGNED, INITIALED, AND DATED)*

* QuickBooks Invoice
* Enrollment Agreement - Grad Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Externship Agreement (in EA)
* Performance Fact Sheet
* Admissions Form (SSN - last 4 digits only)
* State ID/Driver’s License
* High School Diploma or Transcripts- must be translated to English
* Book Rental Agreement
* Personal Identifiable Information (in EA)
* Immunization. Drug & Background Acknowledgement (in EA)
* SVSTI Catalog Sign off Sheet
* SPD Classroom Expectations
* Externship Expectations & Policy
* Technology Attestation
* High School Attestation
* Entrance Exam Score (for future Enrollment)
* Entered on Spreadsheet