



John 10:27

My sheep listen to my voice; I know them, and they follow me.

ADMISSIONS PROCEDURES

NEW STUDENTS

- 1) Complete all information requested. **PLEASE PRINT!**
- 2) Obtain a copy of the latest standardized test results or preschool readiness test and attach it. If test scores are unavailable, an admission testing date will be arranged at the interview.
- 3) Obtain a copy of the most recent reporting of grades from the present or most recent school attended and attach it. Sometimes, grade reports from earlier grades may assist in admissions procedures.
- 4) If the student is entering school for the first time, a copy of the birth certificate is required. Upon acceptance to The Good Shepherd Lutheran School, a complete health and immunization record will be required. Call to schedule a student-parent interview when all the above steps have been completed. Bring the completed application packet.
- 5) The completed application packet and the test results will be considered for the child's final acceptance to The Good Shepherd Lutheran School.
- 6) Attach the **non-refundable** enrollment fee unless a prior agreement is made with the School Secretary.

RETURNING STUDENTS

- 1) Complete all information requested. **PLEASE PRINT!**
- 2) Please check your child's immunization record to be sure they are up to date.
- 3) Submit the above items on or before **Wednesday, May 22, 2024**, to guarantee enrollment.
- 4) Attach the **non-refundable** enrollment fee unless a prior agreement is made with the School Secretary.

NOTICE OF NONDISCRIMINATORY POLICY FOR STUDENTS

The Good Shepherd Lutheran School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, scholarship and loan programs, and athletic and other school-administered programs.

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THE GOOD SHEPHERD LUTHERAN SCHOOL
700 N Air Depot Blvd
Midwest City, Oklahoma 73110

STUDENT ENROLLMENT APPLICATION

Child's Information (please print)

Legal Last Name _____ First Name _____ MI _____

Birthdate ____/____/____ Gender M F Grade Entering _____

Name of Last School Attended _____ Dates attended _____ to _____

Address of Last School Attended _____ Grade completed _____

Legal Parent/Guardian #1 _____
(Name) (Relationship)

Home Address _____
(Street Address Only) (City) (State) (Zip)

Mailing Address _____
(Street or PO Box) (City) (State) (Zip)

Email Address _____ Primary Phone _____

Employer _____ Business Phone _____

Legal Parent/Guardian #2 _____
(Name) (Relationship)

Home Address _____
(Street Address Only) (City) (State) (Zip)

Mailing Address _____
(Street or PO Box) (City) (State) (Zip)

Email Address _____ Primary Phone _____

Employer _____ Business Phone _____

Siblings	Date of Birth	Siblings	Date of Birth
_____	_____	_____	_____
_____	_____	_____	_____

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Church where the family currently holds membership _____
(Church Name) (Pastor)

Student Baptized? Yes No If yes, date and church _____

Special Needs Information

In order to best serve your child, it is imperative that you complete this section accurately.

Has your child **ever** received any services for any of the following? If so, date removed _____

Speech / Language Developmental Delays Behavioral Support Other _____

Is your child **currently** receiving special services for any of the following?

Speech / Language Developmental Delays Behavioral Support Other _____

Does your child have an IEP or an IFSP? Yes No If so, date enrolled _____

Date removed, if applicable _____

Details _____

Will your child need before and/or after-school care through our Early Childhood Center? Yes No

Is your child's before and/or after-school care provided by an individual or a commercial daycare provider other than the parent or our Early Childhood Center? Yes No If yes, please list the name and phone number of your child's care provider.

Will this daycare provider be delivering and picking up your child daily? Yes No

The Good Shepherd Lutheran School encourages parents/guardians to become an active part of their child's school. Listed below are a few areas whereby parents/guardians may wish to involve themselves. Please check the boxes indicating which activities you are willing to provide your support and talent.

<input type="checkbox"/> Parent Teacher League Officer	<input type="checkbox"/> Parent Teacher League Supporter	<input type="checkbox"/> Substitute Teacher
<input type="checkbox"/> Home Room Parent	<input type="checkbox"/> Field Trip Chaperone	<input type="checkbox"/> Fund-Raising Projects
<input type="checkbox"/> Sports Coach	<input type="checkbox"/> Playground Assistant	<input type="checkbox"/> School Plays & Musicals
<input type="checkbox"/> Classroom Aide	<input type="checkbox"/> Library Aide	<input type="checkbox"/> Other _____

How did you initially hear of The Good Shepherd Lutheran School? (check all that apply)

Internet search

Referred by Someone - By Whom? _____ Drove by

Ad in Publication - Which One? _____ Social Media

Bill Board Received Mailer Other _____

THE GOOD SHEPHERD LUTHERAN SCHOOL ENROLLMENT CONTRACT

For The Good Shepherd Lutheran Church, Inc. (d/b/a The Good Shepherd Lutheran School)

This is a legally binding contract. Please read it carefully.

This Contract is between The Good Shepherd Lutheran Church, Inc. d/b/a The Good Shepherd Lutheran School (hereinafter "the School") and the parent(s) or legal guardian(s), (hereinafter "the Parent" which term includes the singular or plural, as applicable) of _____ [insert student name] (hereafter "the Student"). All persons signing this Contract are jointly and severally liable for the tuition and fees set forth herein. The Parent's signature and/or initials on this Contract are evidence of the Parent's understanding and agreement to the terms of this Contract, as follows:

1. **Enrollment:** The Student, if accepted, will be enrolled for all or a portion of the 2024 - 2025 academic year in (mark one):

Preschool Half-Day *Pre-Kindergarten Full-Day* *Kindergarten Full-Day* *Elementary (1-6)* *Middle (7-8)*

If indicated below*, this Contract covers only a portion of the year with the stated dates, and the tuition shown on the Tuition Schedule will be prorated for that period. If the Student is accepted, the Parent is aware that the School will determine classroom placement by the School's standard admissions or retention practices and that the curriculum changes/decisions are made at the School's discretion. The Contract is valid only for the academic year stated and does not entitle the Student to any future enrollment.

*Portion of the academic year for which Student requests enrollment (fill in either "Full Year" or the dates to be attended): _____

2. **Enrollment Fee:** The Parent understands that for the School to consider the Student's application and to conditionally reserve a place for the Student for the academic year stated above, the Parent must submit the original executed Contract, along with a **\$300 Enrollment Fee**, made payable to The Good Shepherd Lutheran School at the time of enrollment **unless a prior arrangement is made with the School Secretary**. The Parent understands that the School earns the Enrollment Fee upon the Parent's submission of the Contract and fees to the School and the School's consideration of the Student's application. **The Enrollment Fee is non-refundable unless the School rejects, in its sole discretion, the Student's application for admission and unilaterally cancels this Contract. The Application Fee may be transferable at the discretion of the School.**

3. **Curriculum/Technology Fee:** The Parent understands the School requires a curriculum/technology fee. The Parent must submit a **\$300 Curriculum/Technology Fee**, payable to The Good Shepherd Lutheran School **on August 1, 2024, unless a prior arrangement is made with the School Secretary**. The Curriculum/Technology Fee is refundable if the Parent terminates this Contract in strict accordance with the termination procedures outlined in Paragraph 6 below (or the School rejects, in its sole discretion, the Student's application and unilaterally terminates this Contract). If the Student is withdrawn, absent, or involuntarily separated for any reason, including without limitation, change of residence, health, withdrawal, or expulsion, after the termination dates outlined in Paragraph 6, there will be no refund or reduction of fee.

4. **Tuition:** Tuition amounts for the various programs are set forth on the Tuition Schedule for the period covered by this Contract. The Parent has selected the following payment plan for tuition. See Tuition Schedule for further details:

Plan Payment Due Dates:

1. Plan A - Two installments will be made by requesting the Oklahoma Parental Tax Credit from the Oklahoma Tax Commission in advance.
2. Plan B - Payment is due August 1, 2024, and then the first day of each subsequent month of the academic year through May 1, 2025. This plan is for parents who choose not to participate in the Oklahoma Parental Choice Program or who do participate in the Oklahoma Parental Choice Program but have a remaining amount due.

Plan A (Tax Credit requested in advance from Oklahoma Tax Commission to be sent to Good Shepherd in two installments)

Plan B (Ten-Payment Plan)

Total Tuition: _____ per year, payable at a rate of _____ per _____

5. **Tuition Obligation:** The Parent understands that the Student is being enrolled for the entire School Year or the period covered by this Contract. The Parent is liable for the entire year's tuition and fees as liquidated damages (and not a penalty) even if the Student

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is withdrawn, absent, or is involuntarily separated from School UNLESS the Parent terminates this Contract in strict accordance with the termination procedures outlined in Paragraph 6 below (or the School rejects, in its sole discretion, Student's application and unilaterally terminates this Contract). If the Student is withdrawn, absent, or involuntarily separated for any reason, including without limitation, change of residence, health, withdrawal, or expulsion, after the termination dates outlined in Paragraph 6, there will be no refund or reduction of fees or tuition, and any unpaid balance may, at the School's election, become immediately due and payable.

- 6. Termination Procedures:** The Parent may terminate this Contract by submitting a WRITTEN Termination Notice to the Administrator by the dates indicated below (the "Termination Date"). The Termination Notice must (a) be dated, (b) state the Student's name, (c) provide a reason for the termination of the Contract, and (d) be RECEIVED by the Administrator on or before the Termination Date. If such Termination Notice is timely received, the Parent will be relieved of all tuition paid and other payments and fees that would have come due after the Termination Date. Even if this Contract is terminated under the terms of this Paragraph, the Parent understands that the School will not refund any portion of the Student's Enrollment Fee outlined in Paragraph 2, except as explicitly outlined in Paragraph 2. The Termination Dates are as follows:
- a. If the Student was enrolled on or before May 1, 2024, the Termination Notice in the form stated above must be RECEIVED by June 1, 2024.
 - b. If the Student was enrolled after May 1, 2024, but before June 1, 2024, the Termination Notice in the form stated above must be received by the EARLIER of ten (10) days after payment of the Enrollment Fee outlined in Paragraph 2 OR June 10, 2024, whichever occurs first.
 - c. No termination option is available if the Student is first enrolled on or after June 1, 2024.

Time is of the essence as to all deadlines stated in this Enrollment Contract.

- 7. Incidentals:** The Parent agrees to pay the School for incidental fees, such as interest, Extended Day charges, overdue Library Fees, unreturned textbooks, etc., charged to the Parent's account within thirty days of receipt of each.
- 8. School Rules:** The Student's enrollment at the School is subject to the general statements, rules, regulations, conditions, and financial terms contained in the School's Student/Parent Handbook and other published documents, which may be amended from time to time. The Parent acknowledges that the Parent and the Student must abide by such School rules and guidelines.
- 9. Support:** The Student's enrollment at the School is subject to Parent support of the standards of the School in its philosophy, methods, objectives, and policies, including moral, academic, behavioral, dress, conduct, and disciplinary standards; to assume the responsibility for parental monitoring of Student's education, being an encourager, and keeping in regular contact with Student's teachers; and to attend mandatory meetings called by the School. The Parent also agrees to support, to the best of the Parent's ability, the School's entire program through time, attendance at parent meetings, and participation in various School activities.
- 10. Termination of Student's Attendance:** The School has the right to suspend or terminate the attendance of any student for reasons outlined in the Student/Parent Handbook (or other published document), for reasons that the Administrator considers detrimental to the School community, the student, or to other students of the School, or for the Parent's failure to pay all or any part of the Parent's financial obligations for the Student's attendance (including any amounts charged on Student's account with the School).
- 11. Payment and Late Fees:** The Parent understands and agrees that a **Late Charge of \$40.00** will be added for any delinquent payment (defined as a payment not received within ten (10) days after the due date). In the event of default (default is 30 days past due), The Parent also agrees to pay all collection costs, including collection agency fees, attorneys' fees, court costs, and interest of 1.5% per month. Further, as to any account more than 90 days in arrears, the School reserves the right to accelerate the unpaid tuition and fees due under this Enrollment Contract. When accounts are in arrears, the account may be referred to the School's collection agent and/or counsel for satisfaction.
- 12. Default of Payment:** All accounts must be current before records and transcripts can be released or transferred to other schools. The Student will only be allowed to continue attending classes or participating in other School activities if tuition and fees are paid by stated deadlines (or until the Parent makes other written arrangements acceptable to the School).

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13. Photos and Images: The Parent agrees to allow the school to use the Student's name, photograph, voice, image, and information in its publications, promotion materials, social networks, and website without compensation and prior notice. The Parent releases and holds the School harmless from any liability for using the Student's name, photograph, voice, image, or information.

By marking the box, I **do not** agree with Section 13 of this Contract and do not want the Student's information as described released.

14. School Directory: The Parent authorizes the School to place family information, including name(s), home address(es), email address(es), and telephone numbers of the Parent, the Student, and other children in attendance at the School, in a directory of students to be available to School families. The Parent acknowledges that this directory and the information therein is not to be used for commercial use and is not to be distributed to anyone other than another School family.

By marking the box, I **do not** agree with Section 14 of this Contract and do not want the Student's information included in the School Directory.

15. School/Family Cooperation: A positive and constructive relationship between the School and Family Member (defined as the Parent, Student, or other person associated with the Student) is essential to the School's educational purpose and responsibilities to its students. If any Family Member engages in behaviors, communications, or interactions on or off campus that are disruptive, intimidating, overly aggressive, or reflect a loss of confidence in or disagreement with the School's policies, methods of instruction, or discipline, or otherwise interferes with the School's safety procedures, responsibilities, or accomplishment of its educational purpose or program, the School reserves the right to dismiss the Family or Family Member from the community. The School may also restrict a Family Member's involvement or activity at School for other reasons the School deems appropriate. Any determination under this Paragraph shall be at the School's sole discretion. There will be no refund of tuition where such dismissal occurs, and any unpaid balance is payable in full according to the terms of this Contract. The School also reserves the right to withdraw an offer of enrollment or re-enrollment at any time and to void an executed Enrollment Contract.

16. Medical Authorization: If, in the opinion of a properly licensed and practicing physician, the Student needs medical or surgical services that require the Parent's pre-authorization or consent, The Parent hereby authorizes, appoints, and empowers the School to act as the Parent and furnish such consent on the Parent's behalf. The Parent confirms that the Parent desires that the Student be provided with medical or surgical services as soon as reasonably possible after the need arises. The Parent hereby releases and holds the School harmless from any liability arising from such consent. The Parent agrees to reimburse the School for any medical expenditures on the Student's behalf.

17. Consent to Onsite Medical Care, Including Referrals for Student Counseling: The Parent hereby authorizes the School to supply medical care as needed for the Student (including administration of allergy medications, Epi-Pens, etc., according to the Student's prescription from a licensed practitioner) or other minor medical care or emergency as determined to be appropriate by the School Staff. The Parent also authorizes the Administrator to meet and counsel the Student regarding emotional, social, or family circumstances. The Parent hereby releases and holds the School harmless from any liability arising from providing such medical care or counseling services.

18. New Student Transcripts: If the Student is transferring from another school, it is the Parent's responsibility to ensure the transferring school promptly provides the School with an official transcript.

19. Student's Satisfactory Completion of Current School Year: This Contract is further conditioned upon the Student completing the current school year in good academic and behavioral standing. If, after completing the current school year, the School determines in its sole discretion that the Student has not met this requirement, the School has the right to cancel this Contract unilaterally.

20. Release of Student Records: The Parent consents and holds the School harmless for releasing the Student's records and information upon request by an educational institution or law enforcement agency. The Parent also releases and holds the School harmless from any liability for using, disclosing, or releasing the Student's records or information.

21. Promotional Materials/Statements: The School continually strives to ensure the accuracy of all written materials, including, but not limited to, promotional information, catalogs, brochures, handbooks, and advertising. To do so, however, information included in the materials (including class sizes, student-to-teacher ratios, School accreditation, teacher qualification, specialization, length of service, etc.) may change as programs grow and staff change. Before relying on written materials to enroll the Student in the School, please verify the accuracy of the information with the Business Manager. Please also understand that even if the information was

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accurate when you enrolled the Student, the data might change before the commencement of classes or during attendance at the School. Please also note that only the Administrator can make commitments regarding the nature of the program, specific arrangements for the Student, or other changes from the School's regular curriculum.

- 22. Governing Law/Waiver of Jury Trial:** This Contract and the rights and obligations of the parties shall be governed by and construed by the laws of the State of Oklahoma without regard to principles of conflicts of law. The parties agree to waive the right to a jury trial over any claims about the Student's enrollment, attendance, or separation from the School, including, but not limited to, claims of breach of contract under the statute, ordinance, or common law. The exclusive venue for any claim shall be the Oklahoma County District Court.
- 23. Understanding of Terms:** Please read this Contract carefully. By signing below, the Parent acknowledges that the Parent understands the terms of this Contract, the Parent's obligation to pay the entire year's tuition even if the Student is withdrawn or dismissed, the Parent's option to terminate, and all other obligations set forth herein. If the Parent has questions about the terms, the Parent is encouraged to seek counsel or clarification from the Business Manager.
- 24. Force Majeure:** The School's duties and obligations under this Contract shall be suspended immediately without notice during all periods that the School is closed because of force majeure events including, but not limited to, any fire, act of God, war, governmental action, act of terrorism, epidemic, pandemic, or any other event beyond the School's control. If such an event occurs, the School's duties and obligations in this Contract will be postponed until the School, in its sole discretion, may safely reopen. If the School cannot reopen due to an event under this clause, the School is under no obligation to refund any portion of the tuition paid.
- 25. Reimbursement for Domestic Legal Issues:** The Parent understands and agrees that the School's primary purpose is to provide educational opportunities to the students within its institution. The Parent also understands that it is disruptive to the School for a Parent to involve the School (or any of its employees) in domestic legal disputes between the Parents. The School often must pay for legal fees and costs associated with such issues. Therefore, the Parent agrees to promptly reimburse the School for all expenditures incurred by the School as a result of the Parent's domestic legal disputes, including, but not limited to, Parental disagreements about the Student's education or placement, divorce proceedings; custody proceedings; and/or modifications of custody proceedings. The cost incurred may involve reasonable attorneys' fees/costs to prepare for and/or attend depositions, trials, or hearings; communication with the Parent or the Parent's counsel, guardian's ad litem, or attorney's ad litem; responding to subpoenas; draft letters or motions; and perform research. Costs include the cost of copying documents, providing records, engaging substitute teachers or temporary employees, computerized research, and travel expenses. The Parent agrees to reimburse the School for such fees/costs within thirty (30) days of the School billing the Parent for such expenses. Any dispute between the Parents regarding which Parent may owe which portion of the bill should be resolved between the Parents so that the bills for reimbursement to the School can be paid on a timely basis. The Parent's failure to promptly pay such fees/costs will result in the family's dismissal from the School.
- 26. Parent's Commitment to Truthfulness in the Admissions and Enrollment Process:** The School relies on the completeness and truthfulness of the information provided by the Parent in the admissions and enrollment process. If the School finds out after the Student has been admitted and enrolled that the Parent was not truthful in the admissions and enrollment process on any issue that the School, in its sole discretion, finds to be important, the School has the absolute right to terminate this Contract. There will be no refund of tuition where such termination occurs, and any unpaid balance is payable in full according to the terms of this Contract.
- 27. Authority:** Each party represents and warrants to the other (1) that it has full power to enter into and perform its obligations under this Contract and (2) that this Contract constitutes its legal, valid, and binding obligation, enforceable by its terms. Parents in two-parent households agree that each acts as an agent for the other. Modifying this agency relationship shall be done in writing and delivered to the school. No oral modifications will be recognized or accepted.
- 28. Entire Agreement:** This Agreement sets forth the entire understanding of the parties hereto concerning the subject matter hereof and merges and supersedes all prior and contemporaneous oral understandings between the parties. No representations or warranties have been made by any party other than those contained herein.

*Both Parents must sign (unless the School, at its discretion, permits enrollment with one Parent's signature).

*Signature of Parent 1

Date

*Signature of Parent 2

Date

The person signing below, although not a Parent or Legal Guardian, is agreeing to be responsible for all financial obligations set forth above:

Signature of Person Financially Responsible

Date

Relation to Student (if any)

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THE GOOD SHEPHERD LUTHERAN SCHOOL MEDICAL CARD

Child's Name _____ Gender M F Date of Birth _____

Parent/Guardian Name _____ Phone Number _____

Emergency Contact List

Name/Relationship	Primary Phone	Secondary Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Child's Primary Physician _____ Phone _____

Preferred Hospital _____

Does the Child have Health Insurance? Yes No If yes, with whom? _____

Please mark boxes below any health condition(s) your child may have: My child has no known health conditions.

- | | | | |
|---|--|---|--------------------------------------|
| <input type="checkbox"/> ADD/ADHD | <input type="checkbox"/> Epilepsy/Seizures | <input type="checkbox"/> Orthopedic Disorder | <input type="checkbox"/> Nosebleeds |
| <input type="checkbox"/> Cardiac Problems | <input type="checkbox"/> Mental/Emotional Disorder | <input type="checkbox"/> Asthma | <input type="checkbox"/> Diabetes |
| <input type="checkbox"/> Hearing Loss | <input type="checkbox"/> Migraine Headaches | <input type="checkbox"/> Concussion within one year | <input type="checkbox"/> Other _____ |

Allergies	What is your child allergic to: <input type="checkbox"/> Latex <input type="checkbox"/> Animals <input type="checkbox"/> Insects <input type="checkbox"/> Food <input type="checkbox"/> Other _____ Is emergency medication needed at school for allergies? <input type="checkbox"/> Yes <input type="checkbox"/> No Epi-Pen? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name of medication _____ Date of Last Reaction _____ What type of reaction occurs? <input type="checkbox"/> Hives <input type="checkbox"/> Swelling <input type="checkbox"/> Difficulty Breathing <input type="checkbox"/> Other _____
Asthma	Date of Last Episode _____ Triggers _____ Medication, if needed at school? <input type="checkbox"/> Daily <input type="checkbox"/> Before PE <input type="checkbox"/> Never <input type="checkbox"/> When symptoms occur
Cardiac	Please Specify _____ Limitations _____ Medications _____ School Concerns _____
Other	Please Specify _____ Limitations _____ Medications _____ School Concerns _____

Please complete both sides of this card.

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All medication (including over-the-counter medication) shall be in the original container with a label affixed.

Does your child take medication regularly? Yes No

If yes, complete the following:

Name of Medication, Dosage, and Reason _____

Name of Medication, Dosage, and Reason _____

Name of Medication, Dosage, and Reason _____

Name of Medication, Dosage, and Reason _____

Name of Medication, Dosage, and Reason _____

Does your child have any drug allergies? Yes No

If yes, please list: _____

I certify that the information on BOTH SIDES of this card is correct. I consent to release this medical information to the appropriate school staff to ensure my child's safety and learning potential.

Parent/Guardian Signature _____

Parent/Guardian Printed Name _____

Date _____

Please complete both sides of this card.

PLAYGROUND RULES

The playground designated for The Good Shepherd Lutheran School students consists of the gated areas east and south of the Family Life Center. All outside play is restricted to these areas.

Students are not allowed to play outdoors unsupervised at any time. A teacher or other adult playground supervisor must accompany the students to the playground.

Students are to always remain in sight and earshot of the teacher or other adult playground supervisor.

During recess periods or other outside activities, students needing to return to the building must first receive verbal permission from the teacher or other adult playground supervisor. Upon returning to the playground, the student must “check back” with the teacher or other adult playground supervisor. Dawdling or taking unnecessary time to return is not allowed.

Games and activities played during non-organized recess periods are the student’s choice. Unnecessarily rough or dangerous games, including mock hitting, punching, or kicking, are not allowed. During organized games and activities, all students are expected to participate.

Playground equipment, including balls, jump ropes, swings, bars, slides, etc., is to be used in the manner for which it was intended.

Some students prefer to bring toys and games from home for use during recess. This is only allowed with permission from the teacher or other adult playground supervisor, and such toys and games are only to be used during recess periods. The Good Shepherd Lutheran School does not take responsibility for loss or damage to property brought to school from home.

Students are to be dressed appropriately for outdoor play. During warm weather, students can wear summer clothing, including shorts (no shorts shorter than mid-thigh). In addition, appropriate footwear must be worn for physical activity. Students should be dressed warmly during cold weather, including sufficient outerwear. Students are never allowed to go barefoot while at school.

Students are assumed to be well enough to participate in all activities, including outside play.

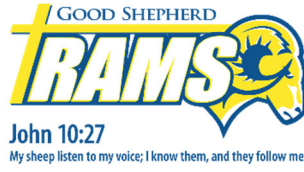
Students are always to play and interact with others in a good Christian manner. Failure to comply with the rules and regulations covering outside play will first result in a warning to the student. If the warning does not halt the behavior, a time-out period will follow. If the incorrect behavior continues, notification to the Parent shall be in order.

I HEREBY ACKNOWLEDGE THAT I REVIEWED THESE RULES WITH MY STUDENT AND UNDERSTAND THE SAME.

Signature of Parent/Guardian

Date

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Consent for the Release of Confidential Information

I understand that these records are protected under federal and state confidentiality regulations and cannot be released without written consent unless otherwise specified in the rules. Federal laws prohibit further disclosure of the records without specific written permission or as otherwise permitted by such regulation. I also understand that I may revoke this consent in writing unless action has already been taken based on it. In any event, this consent expires one year from the date of signature.

AUTHORIZING PERSON – Parent Guardian Legal Custodian Other _____
request that information concerning:

Child's Name _____ Date of Birth _____

Be released and authorize _____ (Name of School Releasing Information)

Mailing Address _____
Street Address or PO Box City State Zip Code

Mail release to: **The Good Shepherd Lutheran School**
700 N Air Depot Blvd
Midwest City, Oklahoma 73110

Also, include the following information:

Attendance Records	Discipline Records	Health/Immunizations
Transcript/Grades	Birth Certificate	Cumulative Records
Special Education Records	Standardized Test Results	Athletic Eligibility
Withdrawal Grades		

If the records to be disclosed are education records (which may include discipline records), they are maintained and released in accordance with the Family Education Rights and Privacy Act (FERPA). If requested, parents or eligible students shall be provided with a copy of the records to be disclosed. Redislosure, except as provided in 34 CFR § 99.31, requires the prior consent of parents or eligible students.

THE INFORMATION I AUTHORIZE FOR RELEASE MAY INCLUDE INFORMATION THAT COULD BE CONSIDERED INFORMATION ABOUT COMMUNICABLE OR NONCOMMUNICABLE DISEASES, WHICH MAY INCLUDE BUT ARE NOT LIMITED TO DISEASES SUCH AS HEPATITIS, SYPHILIS, GONORRHEA, AND THE HUMAN IMMUNODEFICIENCY VIRUS, ALSO KNOWN AS ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS).

Signature of Person Authorizing Release

Subscribed and sworn to me _____ 20____

My commission number _____

My commission expires _____ 20____

Agency Verification in Lieu of Notary _____
Staff Signature and Title Date

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