



KEYSTONE
A C A D E M Y
A Private Christian School

Factory Prep Campus Enrollment CHECKLIST

Keystone Academy School
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Welcome to Keystone Academy! Please read, and initial each item as you complete it. Incomplete packets will not be processed and student will not be officially enrolled until missing information is submitted. Forms may be saved on your computer and emailed in as an attachment. Please email to **BOTH** emails listed above.

Do NOT withdraw your student from his/her current school before enrollment is complete.

Enrollment Application – One per student.

Birth Certificate – please attach a photocopy to be kept in cume file.

Immunization Record – please attach a photocopy/scan email of the yellow card to be reviewed by the staff. *Tdap booster is required for all students entering 7th grade.*

Recertification Form – (If applicable. Will your student be repeating a year?)

Graduation Order Form – (Mandatory for graduating 8th graders)

Items listed above must be completed and returned with this checklist.
PLEASE RETURN THIS CHECKLIST WITH THE FORMS.

Print Last, First name of Parent Teacher

Date

E-mail address

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www.keystoneacademyschool.com

www.thefactory-performance.com