



## Final Steps to Primary School 2020 – 2021

### REQUIRED FORMS

The information requested below should be returned to the School Office electronically via PowerSchool.

All Families	Information Update	On <b>May 11</b> , you will receive an email from the school office to update your family's contact and emergency information.	<b>Due June 11, 2020</b>
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The information requested below should be returned to the Admissions Office.

All Families	Records Release	Complete and return this form authorizing Sacred Heart to request your child's cumulative file from your current school.	<b>Due May 1, 2020</b>
All Families	Birth Certificate or Passport	State law requires that a copy of your child's birth certificate or passport must be on file in the school office before school begins.	<b>Due August 1, 2020</b>
Catholic Families	Baptismal Certificate	Catholic families are asked to submit a copy of their child's baptismal certificate.	<b>Due August 1, 2020</b>

The information requested below should be uploaded directly to the Magnus Health Portal. Instructions will follow at a later date. Hard copies or emailed forms will not be accepted. Forms will be available on the school's website in February.

New Students	Illinois Certificate of Child Health Examination	All new students must submit this form which details health and immunization history and verifies a full examination by a licensed health care provider performed after <b>September 1, 2019</b> . <i>Parents, please complete and sign the Health History section at the top of the second page.</i>	<b>Due August 1, 2020</b>
New Students Coming from Out of State	Illinois Eye Exam Report	All new students transferring to Sacred Heart from out of state must submit proof of an eye exam performed by either an ophthalmologist or optometrist after <b>September 1, 2019</b> .	<b>Due August 1, 2020</b>
2 <sup>nd</sup> Grade Only	Illinois Proof of School Dental Examination	All students entering second grade must submit proof of an oral health exam performed by a licensed dentist after <b>November 15, 2019</b> .	<b>Due August 1, 2020</b>
All Families	SHS Permission to Administer Medications	Should you wish to have the school administer non-prescription or prescription medications, please submit this form. <i>Parents, this form requires both your signature and your child's health care provider's signature.</i>	<b>Due August 1, 2020</b>
All Families as needed	FARE Food Allergy & Anaphylaxis Emergency Care Plan	Parents of children with a prescribed epinephrine auto-injector must submit this form.	<b>Due August 1, 2020</b>
All Families as needed	American Lung Association Asthma Action Plan	Parents of students with a prescribed inhaler must submit this form.	<b>Due August 1, 2020</b>

## IMPORTANT DATES

<b>New Parents</b>	<b>Back-to-School Resources Page and Parent Portal Log-in</b>	Back-to-school information for returning and new families will be centralized in this section of the school website. The Back-to-School page does not require a password, but some links may. New families will be emailed log-in information for the password-protected Parent Portal during the week of April 13.	<b>April 15, 2020</b>
<b>New Parents</b>	<b>New Family Meeting</b>	Meet with a member of our Institutional Advancement staff to learn more about joining the Sacred Heart community. A link allowing you to schedule an appointment will be emailed to you in April.	<b>April 22 – June 19, 2020</b>
<b>New Parents</b>	<b>Angel Families</b>	Your host family will call to welcome you!	<b>Week of May 4, 2020</b>
<b>New Parents</b>	<b>Bus Sign Up</b>	Registration information is sent via email. Register promptly, but please do not register during current family registration.	<b>May 18 – May 22, 2020</b>
<b>All Parents</b>	<b>Uniform Brochure School Calendar Supply Lists Summer Reading</b>	This information will be posted on the Parent Portal of the school website.	<b>July 2020</b>
<b>All Parents</b>	<b>Fall After School Registration Begins</b>	Registration information is sent via email. Register promptly. Popular offerings fill up quickly.	<b>August 3, 2020</b>
<b>All Parents</b>	<b>Classroom Assignment</b>	Your child's classroom assignment will be posted on the Parent Portal of the SHS website.	<b>August 17, 2020</b>
<b>All Parents</b>	<b>Lunch Registration</b>	You will be sent an email with information about lunch registration. A discount is available to families who pay in full by August 28. Students also have the option to bring their lunch from home.	<b>August 10 – August 28, 2020</b>
<b>New Parents</b>	<b>New Parent Orientation</b>	A final information session with the Head of School and Primary School Division Head for parents of new students.	<b>August 20, 2020 6:30 – 8 pm</b>
<b>All Families</b>	<b>New Student Orientation &amp; Meet the Teacher Day</b>	<i>Meet Your Teacher Day</i> is Sacred Heart's back-to-school open house, welcoming students and parents to the new school year. Classes are not in session, but students and parents are invited to say hello to their teachers and explore their new classrooms. Dress is casual; uniforms are not necessary. Students new to the school have a formal orientation at 9:30am in the chapel.	<b>August 31, 2020 9:30 am</b>
<b>All Families</b>	<b>First Day of Classes</b>	School Hours: 8:30 am – 3:15 pm (M-Th); 8:30 am – 2:30 pm (F)	<b>September 1, 2020</b>
<b>All Parents</b>	<b>Welcome Coffee</b>	In the Driehaus Center from 8:30 – 10am. No RSVP needed. Join us after your child is settled in class.	<b>September 1, 2020</b>