

# ENROLLMENT TRANSMITTAL

Please complete the checklist in either Section I or II and return with your enrollment papers. Verification that application has been received and enrollment processed will be returned to you in the stamped self-addressed envelope you include with enrollment papers.

If you do not receive enrollment verification within 30 days, contact DaySpring Academy.

Section I – Complete only if the Church School Enrollment Form has already been signed and dated by DaySpring.	
Initial	Verifying that:
	All signatures, including DaySpring signature, are dated within the last two weeks. (Otherwise, you must contact DaySpring for information and/or request new enrollment papers.)
	I have mailed RSR to the last school attended. I understand that DaySpring does not track the receipt of school records, and that I will need to followup on whether received in about 6 weeks.
	Check or money order for _____ is enclosed. I have kept a copy or documentation of this.
	Copy of completed CSEF is enclosed.
	I have kept a copy of CSEF for my records.
	I have filed CSEF with the local superintendent of education.
	FIF is enclosed.
	Self-addressed stamped envelope is enclosed for verification to be sent back to me.
	I understand that I must order all curriculum.
Comments (explain any item not checked as completed):  	
_____ Signature	_____ Date

Section II – Complete only if the Church School Enrollment Form has not been signed and dated by DaySpring.	
Initial	Verifying that:
	My signature on CSEF is dated within the last two weeks. (Otherwise, you must contact DaySpring for information and/or request new enrollment papers.)
	Completed RSR is enclosed for your signature and mailing. I understand that DaySpring does not track the receipt of school records requested, and that I will need to followup on whether received in about 6 weeks.
	Check or money order for _____ is enclosed. I have kept a copy or documentation of this.
	Copy of completed CSEF is enclosed for your signature and processing. (CSEF will be sent back signed for the parent to file with local superintendent of education.)
	I have kept a copy of CSEF for my records in case of lost mail.
	FIF is enclosed.
	Self-addressed stamped envelope is enclosed for CSEF and Verification Form to be sent back to me.
	I understand that I must order all curriculum.
Comments (explain any item not checked as completed):  	
_____ Signature	_____ Date