



**Is your child ready for the first day of school? Review the checklist below!**

1. Have you turned in your signed 2024-2025 school contract?
2. Have you turned in your financial hardship contract (if applicable)?
3. Have you paid your \$1000 Registration Fee?
4. If paying monthly? Have you submit your payment for the first month of tuition, *due July 15th*?
5. NEW FAMILIES - Have you turned in a copy of your child's birth certificate? (*Due July 1, 2024*)
6. NEW FAMILIES - Have you turned in a copy of your child's latest physical (No earlier than the year 2023. *Due July 1, 2024*)?
7. NEW FAMILIES - Have you turned in a copy of your child's latest immunizations (No earlier than the year 2023. *Due July 1, 2024*) OR a copy of their immunization exemption?
8. NEW 7TH GRADERS - Have you turned in an UPDATED immunization record that includes the Tetanus-diphtheria-acellular pertussis (Tdap) shots? [More information](#) (*Due July 1, 2024*)
9. Have you turned in a copy of your child's state scholarship eligibility letter? Have you sent your child's Award ID via our form here? Have you entered the award ID into our survey? [Go to survey](#) (*Due immediately*)
  - How To Find Award ID:
    - Log in to EMA.
    - From the drop-down menu, click "My Students".
    - Scroll down to "Active Students". Click "View".
    - On the next page, scroll down to "Scholarship Status".
    - You will see listed:
      - The program (FES-UA)
      - The school year (2024-2025)
      - Transportation (should say "no")
      - Award amount
      - Award ID (This is the number we will need).
11. Have you received a Quickschools invitation from the School and created an account? (*Typically sent in late June or early July. These go to most of our Junk Inboxes. Check there and right-click to remove from Junk. Quickschools is mandatory for all students*).
12. Have you completed your child's 2024-2025 Student Enrollment Packet on Quickschools? All students at Mainspring must complete a new enrollment packet every school year. (*due July 12, 2024*)
13. If your child will need medication administered at school, have you indicated so in the medication section of your child's completed student enrollment packet on Quickschools? Have you printed a copy of this medication form and taken it to a physician to sign? Have you given that medication to med-certified staff and completed the formal medication intake process?
14. If your child will occasionally need over-the-counter medication (Benadryl, Midol, Hydrocortisone, eye drops, Ibuprophen, etc.) OR need emergency medication (Epipen, seizure protocol, inhaler, etc.) kept at the school, have you indicated so in the medication section of your child's student enrollment packet on Quickschools? Have you printed that form and taken it to your child's physician to sign? Have you given that medication to med-certified staff and completed the formal medication intake process?
15. Have you turned in your child's completed Extended Day Form to be reviewed (if applicable) on Quickschools? Have you made the first payment (*Due July 17, 2024*)?
16. Have you turned in your child's completed provider forms (if applicable) on the student enrollment packet on Quickschools?
17. Have you received and read the [Parent-Student Handbook](#) which discusses policies and procedures? Have you signed the Handbook Acknowledgment page on Quickschools? (*Typically sent in late July*)
18. Have you received your child's teacher's email address? (*Typically sent in late July or early August*)
19. Have you received the 2024-2025 Required Schoolwide Supply list? Have you also asked your child's teacher for their classroom supply list? (*Typically sent in July. Due on Meet the Teacher day August 5, 2024*)
20. Have you given your child's teacher 1 labelled refillable water bottle; 2 extra set(s) of clothing including socks, underwear, tops, and bottoms; and/or pullups (if applicable)? (Required of ALL students, regardless of age, grade, or ability level). If in extended day, 2 separate set(s) and separate snacks are needed. (*Due on Meet the Teacher Day August 5, 2024*)
21. Have you received an invitation for Class Dojo and set up an account? (*Typically sent in late July or early August. Please check your Spam Inbox*)
22. Have you received an invitation for Dashpass? Have you created your account and added your Authorized Individuals? (*Typically sent in early August. Please check Spam Inboxes. Dashpass is mandatory for all students.*)
23. Have you saved the date for Meet the Teacher August 5, 2024 (*schedules are typically sent late July or early August*).
24. Has your child's private provider completed their Provider Application on the Parent Corner of our website for the new school year? (*They should not complete 2023-2024 form. 2024-2025 Form will be uploaded sometime in July.*)