



## NEW FAMILY REGISTRATION INFORMATION FOR 2018-19

### Checklist of Procedures for Registration

\_\_\_\_ **1. Read the LAM FAMILY HANDBOOK June 2018 - May 2019** and keep it for future reference. We prefer that you read this before scheduling your Interview with the Principal or Assistant Principal. (The HANDBOOK is available on the LAM website, under the Registration tab and at the LAM Office.)

\_\_\_\_ **2. Schedule your Parent Interview** with the Principal or Assistant Principal by calling the LAM Office (208) 765-8238.

\_\_\_\_ **3. Complete your Online Registration.** *\*Please use a laptop or desktop with a Windows Operating System and Chrome as your browser when completing the Online Application.* Those using a cellphone or Apple/Mac Operating Systems have not been successful! We have a laptop available for your use at the LAM Office. Go to the LAM website, [www.lamcda.org](http://www.lamcda.org). On the left side of the screen, click on the **2018-19 NEW FAMILY REGISTRATION** link. Use the step-by-step, detailed instructions on page three (3) to guide you through the Online Registration.

\_\_\_\_ **3a.** If registering more than one student, return to the LAM website, [www.lamcda.org](http://www.lamcda.org). On the left side of the screen, click on the **2018-19 SIBLING REGISTRATION FOR NEW FAMILIES** link. Repeat for each additional student.

\_\_\_\_ **4. Return the following items to the LAM Office** beginning Tuesday, March 13, 2018 at 8:30 am:

\_\_\_\_ **Non-Refundable Registration Fees**

\_\_\_\_ **Financial Responsibilities 2018-19** form (one per family) – available in the LAM Office, on the LAM website, and during the Online Registration

\_\_\_\_ **Getting to Know Your Student** form (one per student) – Completed and printed during the online registration

\_\_\_\_ **Request for Transfer of Educational Records** form (one per student entering 1<sup>st</sup> through 5<sup>th</sup> grade) – Completed and printed during the online registration

\_\_\_\_ **Current Immunization Records** (one per student) – Exemption Forms are available in the LAM Office

\_\_\_\_ **Birth Certificate** – (one per student)

\_\_\_\_ **5. Schedule a Placement Evaluation** for your Student(s) with the LAM Office.

**If you misplaced a registration form or need an additional copy, all forms can be found on the LAM website, [www.lamcda.org](http://www.lamcda.org). Click on the “Registration” tab at the top of the screen, then “School Policies and Forms” in the blue box on the left side of the screen.**