



## NEW FAMILY REGISTRATION INFORMATION FOR 2018-19

March 2018

Dear Prospective Family,

Thank you for your interest in LAM Christian Academy. We have adopted an admission policy that opens the school to families who are like-minded spiritually, who are supportive of our philosophy, objectives, and standards of education, and whose children meet our enrollment standards. Our purpose is to serve families who desire not simply a private education, but a distinctively Christian education for their children.

The ONLINE portion of New Family Registration opens Monday, March 12, 2018 at 8 am. Registration PAPERWORK and FEES can be turned in beginning Tuesday, March 13, 2018 at 8:30 am in the LAM Office.

A Checklist of procedures has been provided for you on page two (2). Please use this Checklist to guide you through each step of the registration process. On page three (3), you will find step-by-step, detailed instructions to guide you through the Online Registration. If you have any questions along the way, please contact the LAM Office at (208) 765-8238. We would love to assist you!

Your child(ren) will be officially enrolled when the registration process is complete and approved. If classes are full, your child may be placed on a waiting list. You will receive a notice by email from the Registrar once you are accepted.

*Thank you for giving us the opportunity to serve you and your family and to share in the lives of your children.*

**\*\*\*IMPORTANT: 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! A laptop is available for your use at the LAM Office.**



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### 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.**



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### Guide to use while completing the Online Registration

**\*\*\*IMPORTANT: 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.**

**To begin the Online Registration, 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. With this link, you will register the family and one student.
- **After completing each form, click SAVE before CLOSE.**
- Complete the steps of the **NEW STUDENT APPLICATION** and the **NEW FAMILY APPLICATION**.

#### **\*NEW STUDENT APPLICATION**

Click on View Forms. Open each form and complete the fields. Please be thorough.

**Student Information** - All fields with an asterisk (\*) are required fields and must be answered. For the student's date of birth, you can ignore the pop up calendar and manually enter the date of birth, mm/dd/yyyy. In the medical text fields, enter "none" if there are no issues.

**Getting to Know Your Student** – Please complete all fields thoroughly. SAVE and PRINT before closing. SUBMIT to the LAM Office. \*If you are unable to print it, please notify the office when you submit your Registration Fees and Forms and we will print it for you.

**Release of Information Request** – Complete if your student is new to LAM and entering 1<sup>st</sup> through 5<sup>th</sup> grade. Please PRINT, SIGN, and SUBMIT to the LAM Office. \*If you are unable to print it, please notify the office when you submit your Registration Fees and Forms and we will print it for you. If your student is entering grades Kindergarten and below, click the small box at the top of the screen, "This is an optional form."

#### **\*NEW FAMILY APPLICATION**

Click on View Forms. Open each form and complete the fields. Please be thorough.

**Parent/Guardian Information for PRIMARY HOUSEHOLD** – Enter parent information for the male parent and then the female parent in the Primary Household. The Full Name (P1) and Full Name (P2) are required fields and cannot be left blank. You will need to enter N/A if the field is not needed.

**AUTHORIZED to Pick Up, EMERGENCY Contacts, and SECONDARY Household Information, if applicable** – Please be thorough. If there are no additional contacts, or a secondary household, click the small box at the top of the screen, "This is an optional form."

**Household Information for Student's living in MULTIPLE HOUSEHOLDS** – Describe days and hours in the Primary Home and the Secondary Home. If student lives in a SINGLE Household, click the small box at the top of the screen, "This is an optional form."

**Family INFORMATION** - All fields with an asterisk (\*) are required fields and must be answered.

#### **\*SUBMITTING YOUR ONLINE REGISTRATION**

**Submit** when the STATUS shows **100%** complete for the **NEW STUDENT APPLICATION** and the **NEW FAMILY APPLICATION**. If you don't see 100%, you will need to return to the form and complete all fields before it will allow you to submit.

**\*Registering more than one student?** After completing the **2018-19 NEW FAMILY REGISTRATION**, 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.