



Joshua Christian Academy

924 St. Clair Street
Jacksonville, Florida 32254

Cumulative Missing Documents

Date: _____

Parent: _____

Email: _____ Phone: _____

Student: _____ Grade: _____

Student: _____ DOB: _____ Grade: _____

Your child is very important to us. It is vital that we complete his/her Enrollment File for the _____ school year. To be completed on or before _____.

We are missing the following information:

✓ = needed documents

- _____ Enrollment Application Packets – which includes Authorization forms
- _____ Transcript – student 9 thru 12 grade
- _____ Copy Birth Certificate
- _____ Copy Social Security Card
- _____ Last Report Card
- _____ Shot Record (Updated)
- _____ Physical Examination Form good for 2 years (Updated) expire _____
- _____ Withdrawal paperwork from previous school (if applicable)
- _____ Test scores from previous school
- _____ Scholarship letter or affidavit for McKay, IEP
- _____ Handbook Acknowledgment Form

These items are vital to following the Children and Families Licensing guidelines. To ensure the safest and most essential care be given to your child, if the items are not turned in **we will not be able to accept your child.**

Thank you for your cooperation.

Sincerely,

Grade/Upper School Office Managers