

Learner  
Photo

SURNAME: \_\_\_\_\_

NAME: \_\_\_\_\_

Grade \_\_\_\_\_



**Address:**

Registration No: 298245NPO  
56 President Park Ext 10 1 Swart Drive,  
Building President Park, Midrand  
South Africa  
Cell: 0764452545

**ADMISSION FORMS 2024**  
**CHILD INFORMATION**

Child's Surname: \_\_\_\_\_ Gender: \_\_\_\_\_

First Name(s): \_\_\_\_\_

Child's ID Number: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Is child a SA Citizen? No ☐ Yes ☐

No If no, what Nationality: \_\_\_\_\_

Date of Birth (YYYY MM DD): \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Date of Entry: \_\_\_\_\_ Grade of Entry: \_\_\_\_\_

**PLEASE INDICATE ANY OTHER INFORMATION WE SHOULD BE AWARE OF**

Child adopted \_\_\_\_\_

Parent Deceased \_\_\_\_\_

Other \_\_\_\_\_

**GENERAL**

Home Language: \_\_\_\_\_ Religion: \_\_\_\_\_

Other Language(s) Spoken at home: \_\_\_\_\_

Names and Birthdates of siblings currently or previously at Nursery School

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Are there any other family connections with the school? : \_\_\_\_\_

**PREVIOUS SCHOOL(S)**

School: \_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_

School: \_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_

School: \_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_

Please Initial this page: \_\_\_\_\_ / \_\_\_\_\_  
Parent / Principal

## SOCIAL AND EMOTIONAL DEVELOPMENT

Please comment on your child's general disposition, ability to get on with other children, fears, dislikes or anything special to which you would like to draw our attention:

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## CHILD MEDICAL INFORMATION

### PHYSICAL / MEDICAL

General Health: \_\_\_\_\_

Allergies: \_\_\_\_\_

Doctor: \_\_\_\_\_ Doctor's Tel. No. \_\_\_\_\_

Does your child have any chronic illness or condition that we should be aware of? No. ☐ Yes ☐

Comment: \_\_\_\_\_

Does your child have a condition that might affect school attendance, performance in class or participation in school activities?

Comment: \_\_\_\_\_

Does your child require any special medication? No. ☐ Yes ☐

Comment: \_\_\_\_\_

Does your child have any special dietary requirements? No. ☐ Yes ☐

Yes Details: \_\_\_\_\_

Has your child received therapy (occupational / speech / play therapy etc.)? No. ☐ Yes ☐

Yes Therapist: \_\_\_\_\_

Comments: \_\_\_\_\_

### PLEASE NOTE:

We are unable to dispense any form of medication to pupils without express, written permission from the Parents / Guardians.

## PARENT INFORMATION

### PARENT INFORMATION: FATHER OR GUARDIAN

Full Name: \_\_\_\_\_ Title: \_\_\_\_\_

Business Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Business Address: \_\_\_\_\_ Occupation: \_\_\_\_\_

\_\_\_\_\_ Tel: (Work) \_\_\_\_\_

\_\_\_\_\_ Code: \_\_\_\_\_ Tel: (Home) \_\_\_\_\_

Home Address (Postal): \_\_\_\_\_ Cell: \_\_\_\_\_

\_\_\_\_\_ E-Mail: \_\_\_\_\_

\_\_\_\_\_ Code: \_\_\_\_\_ Comments: \_\_\_\_\_

Please Initial this page: \_\_\_\_\_ / \_\_\_\_\_

Parent / Principal

### PARENT INFORMATION: MOTHER OR GUARDIAN

Full Name: \_\_\_\_\_ Title: \_\_\_\_\_

Business Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Business Address: \_\_\_\_\_ Occupation: \_\_\_\_\_

\_\_\_\_\_ Tel: (Work) \_\_\_\_\_

\_\_\_\_\_ Code: \_\_\_\_\_ Tel: (Home) \_\_\_\_\_

Home Address (Postal): \_\_\_\_\_ Cell: \_\_\_\_\_

\_\_\_\_\_ E-Mail: \_\_\_\_\_

\_\_\_\_\_ Code: \_\_\_\_\_ Comments: \_\_\_\_\_

Parents should provide copies of the identity documents and details that reflect their latest physical residence.

**PLEASE ADVISE US IMMEDIATELY OF ANY CHANGE OF CONTACT DETAILS.**

### MARITAL STATUS

Parent(s) is / are: Married ☐ Single ☐ Separated ☐ Divorced ☐

Parent with which child lives: Both Parents. ☐ Mother ☐ Father ☐

Parent(s) to whom accounts should be e-mailed: Both Parents. ☐ Mother ☐ Father ☐

Parent(s) to whom correspondence should be sent: Both Parents ☐ Mother ☐ Father ☐

Parent(s) to whom reports should be sent: Both Parents ☐ Mother ☐ Father ☐

### OUTINGS, VISITS AND SPORTS EVENTS

As part of our educational programme we believe that from time to time, and when appropriate, outings and visits to places of interest are part of the educational programme. We are especially conscious of the responsibility of undertaking such visits and make every effort to ensure that they are at all times very carefully planned and monitored. To avoid the frustration of having to obtain your written permission for each outing or sports trip, we ask that you kindly signify your consent in the space below. You will, of course, be given full details of any proposed trip in advance. Should you not wish your child to be part of a specific outing, please notify the teacher concerned.

I \_\_\_\_\_ (parent or guardian) give my consent for me

child \_\_\_\_\_ to be taken on approved outings.

Guardian / Parent: \_\_\_\_\_ Date: \_\_\_\_\_

### ANY OTHER COMMENTS

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Please Initial this page: \_\_\_\_\_ / \_\_\_\_\_

Parent / Principal

## PLEASE ATTACH ANY REPORTS WHICH MAY ASSIST YOUR CHILD’S TEACHER.

### TERMS & CONDITIONS

#### Introduction

Glory House Academy Primary School has developed an agricultural and entrepreneurial school ethos. As much as the children will undergo the normal curriculum tuition, the school will place strong emphasis on **entrepreneurial development** for our children. South Asian countries such as China, Japan, and South Korea etc. will continue to exceed South Africa in education and economic development as these countries places strong emphasis on holistic development, entrepreneurship and higher standards at primary school level. Our approach is to prepare children for adulthood and the work environment where they can be confident, competitive and well-balanced, whilst at the same time enjoying their childhood by having fun.

These terms and conditions of enrolment constitute the basis of an agreement between the School and the Parents which comes into force upon signature hereof by the Parents and the School.

#### Definitions

In these conditions of enrolment, unless the context clearly indicates otherwise, the following words and expressions shall have the meanings assigned thereto:

- **'School'** means **Glory House Academy Primary School**
- **'Parents'** means the natural or adoptive parents, or legal guardian of the pupil, jointly and severally and shall include a single parent.
- **'Pupil'** means the child, of the Parents, who is enrolled as a student at the School.
- **'Principal'** means the Principal of the School for the time being and shall include any member of the teaching or administration staff of the School authorised by the Principal to perform any relevant act or to make any relevant decision on behalf of the school.
- **'Admission Forms'** means the documents constituting the enrolment application and of which these Terms and Conditions of Enrolment form an integral part.
- **'This Agreement'** means the Admission Forms when they have been duly signed by all parties.
- **'Registration Fee'** a once-off non refundable registration fee of R1000.00 must be paid when an application form is submitted to the school for the administration of the learner's application. The registration fee does not guarantee that your child will be accepted at the school.
- **'Tuition Fees'** means the fees charged for tuition as determined and published from time to time by the school, which will be charged annually.
- A reference to any gender shall include the other genders. A reference to the singular shall include the plural and vice versa. A natural person includes a juristic person and vice versa.

#### Entrepreneurship

Embedding a culture of entrepreneurship, innovation, discipline and savings is a cornerstone of the school's ecosystem. Savings is encouraged at a foundation phase and a result all learners must have a **money box**. Money boxes are provided by the school. As an entrepreneurial school the learners engage in various theoretical and practical entrepreneurial activities. The exposure and experience will be fun filled and the children would look forward to the activities. Once children have a strong foundation it becomes easier to build on that foundation as they progress through life. Entrepreneurship instils discipline, responsibility, work ethic and confidence amongst learners. These traits will serve the learner well into the future.

#### Young Entrepreneurs Book Club

Glory House Academy Primary School is of the **firm view that each child must belong to a book club**. The six learners that are grouped together will form part of their own book club. They will exchange books amongst themselves and other groups, compete against other learner book clubs and partake in reading competitions. Our approach is to foster self-motivated reading where children ultimately love and endear books. Once children have developed a passion for books they read independently.

Parents are encouraged to support the **Young Entrepreneurs Book Club**, partake in book clubs, donate books and support the school in acquiring books.

#### Social Responsibility and Nation Building

We are determined to make education a significant empowering tool for our learners and the boarder society. We are confident that we provide our learners a solid education foundation. We have been teaching children social responsibility at an early age and the benefits for our learners has been significant in terms of developing character, responsibility and national pride. These trails are important particularly for an entrepreneurial school, so that learners become consciences entrepreneurs. The school has been involved with various social responsibility projects and initiatives where the learners generally share their entrepreneurial skills with learners from disadvantaged schools in a managed setting.

#### Learner Mentorship Program

There is enormous intellectual capacity amongst community members, which is not harnessed by our schooling system. **Chartwell Entrepreneurship and Leadership Primary School** has introduced the **Learner Mentorship Program**, which is designed to **leverage the knowledge base of professionals in our agricultural community that will serve as mentors. Parents can also play a role**. The mentors consist of career experts, professionals that range from bankers, engineers, doctors, technology engineers, artisans, veterinarians, sports personalities, academics, equestrian owners etc. In addition to our teachers, the mentors will support our learners in exposing them to the various career options, provide general guidance and availing them with opportunities. Through these first hand interactions, the mentors will make a meaningful contribution in enabling our learners to set higher benchmarks and standards. The key objective is to generally inspire learners.

#### Conditions

1. The Parents signing the Admission Forms agree that they are jointly and severally liable for payment of the tuition fees and / or other charges and disbursements made in respect of the pupil. If fees, charges and disbursements are to be settled by another person, Fund or Trust, the Admission Forms must be signed by that person as accepting responsibility for the said payments.
2. 2.1 Subject to 2.2 below, the parents shall pay:
  - 2.1.1 tuition fees, on such terms and conditions as the School may from time to time decide; provided that all such tuition fees shall be paid by parents by no later than the 5th of the month in advance over 12 months; and
  - 2.1.2 any other amount (extras, stationery etc.) following monthly statements from January to December.
  - 2.1.3 it is agreed that any amounts paid in advance will be deposited by the school and held in accordance with the Consumer Protection Act; with interest or other income therefrom to accrue to the school.
- 2.2. Notwithstanding the provisions of 2.1, the School may in circumstances which the School deems appropriate:
  - 2.2.1 allow Parents such rebate as the School determines from time to time in the event that tuition fees are paid prior to the due date; or permit any amount due in terms of 2.1 above to be paid in 12 monthly instalments (1st January to 1st December).
- 2.3 Each payment made to the School shall be free of bank costs and charges or other deduction of whatsoever kind.
- 2.3 Parents assume personal liability and agree to stand surety in the event that school fees are not paid.

Please Initial this page: \_\_\_\_\_ / \_\_\_\_\_  
Parent / Principal

2.4 To the extent that any tuition fees or other moneys owing by a Parent to the School are not paid on or before the due date, the school may in its discretion and subject to such conditions that it may impose, grant an extension of time for the payment thereof in instalments or otherwise.

2.5 Parents are responsible for the learner's school books, stationary, art materials and subject stationery. The school will be responsible for school magazines, photocopying, internet charges.

2.6 A late payment administration fee is payable, notwithstanding the provisions of 2.4 and in addition to any steps taken by the School pursuant thereto, for any tuition fee or other moneys owing by a Parent to the School not paid on or before the due date for payment thereof.

2.7 In addition to the late payment administration fee the School will be entitled to recover from a Parent who fails to make payment of any amount on or before the due date, all legal costs reasonably incurred by the school in enforcing its rights and collecting the amounts due, as may be permitted by the National Credit Act.

2.8 Nothing herein shall in any manner limit or detract from the power of the School to terminate the educational services to the child of the defaulting Parents, nor shall the termination of such educational services in any manner limit, detract from or prejudice the right of the School to recover from the defaulting. Parents all amounts owing to the School, together with late payment administration fee, default administration costs, collection and other costs as aforesaid.

2.9 No failure or delay on the part of the School in exercising any right, power or privilege contemplated in this clause or elsewhere will operate as a waiver, nor will any single or partial exercise by the School of any right, power or privilege preclude any other or further exercise thereof or the exercise of any other right, power or privilege.

2.10 To the extent that any tuition fees or other moneys owing by a Parent to the School are not paid on or before the due date, the school may terminate this Agreement, it may do so upon one full School term's notice given in writing to the Parents, thereafter the child shall be unconditionally withdrawn from the School.

2.11 The Parents authorise the School and/or its authorised agents to obtain such financial information and/or credit information from credit bureaus and/or financial institutions, as the School may deem appropriate and the Parents consent to the giving of such information, which shall be treated as confidential by the School.

3. The School will not incur any liability in respect of any loss or theft of, or damage to, the Pupil's personal belongings or in respect of any injury suffered or disease contracted by the Pupil or for the death of the Pupil arising from any cause whatsoever during or after School hours and whether on the School's premises, in transit or elsewhere. The Parents waive any right to claim damages or compensation from the School in respect of such loss, theft, damage, injury, disease or death. Parents are advised to take adequate insurance to cover any loss or damage to any property of the Pupil or themselves.

4. The Parents irrevocably waive all claims, and all legal costs payable or claimable from any of them in respect of those claims which they may have from time to time against the School, its governors and employees for any loss sustained by or damage caused to them, which arises directly or indirectly in the course of the Pupil being educated by or at the School or taking part in or being taken to or from any of its curricular or extramural activities, sports, functions and outings from time to time, or as the result of the use of any medical emergency intervention, or from any other cause whatsoever.

5. In the event of the School's having to take legal action to enforce the terms of this agreement, the Parents undertake to pay all legal costs incurred by the School on the attorney and own client scale.

6. The Parents elect as domicilium citandi et executandi their residential address provided in the Admission Forms, at which address all notices may be given and all legal process served.

7. The Parents may withdraw the Pupil from the School provided that one full School term's notice is given to the School in writing, failing which 25% of the annual tuition fee will become due in lieu of notice. The annual tuition fee refers to the tuition fees payable for the calendar year in which the notice period would have been applied. Likewise, if the School elects for any reason which it may in its sole discretion deem valid, to terminate this Agreement, it may do so upon one full School term's notice given in writing to the Parents, thereafter the child shall be unconditionally withdrawn from the School. Notwithstanding this, the Principal reserves the right at his/her discretion to suspend or dismiss a pupil without notice should extreme circumstances warrant such action.

8. The Principal or his/her duly authorised nominee is authorised and empowered to perform any act in loco parentis when the specific authority of the Parents cannot reasonably be sought or obtained in time.

9. The Parents undertake to support and abide by the School's Disciplinary Code and associated rules and regulations, as well as any amendments thereof made from time to time. This includes any disciplinary action which may be taken in terms of the School's Disciplinary Procedures, as updated or amended from time to time. This document can be found on the school's website. The Parents acknowledge that they have had the opportunity of obtaining a copy of the School's Disciplinary Code and that they have read and understood it.

10. The Parents agree that if a medical emergency arises during any activity at the School, or elsewhere if under the School's care at the time, then the school staff or duly authorized agents may take all reasonable medical measures that they deem appropriate to deal with the emergency, in line with clause 8 above. Should it be required that the Pupil be transported to a medical facility, the School may use any medical rescue service necessary. The Parents agree that the School staff may act in accordance with the medical information supplied to the School on the Admission Forms or as subsequently supplied by the Parent.

11 The Parents undertake to ensure that the pupil arrives at the School punctually, and attend School on the days and at times determined by the School. Any absences will be notified to the School office in advance or at the latest by 09h00 on the day of absence. The School is entitled to expect a doctor's note in the event of absence through illness for more than two days. Leave of absence for any reason must be requested in writing, and will be granted at the sole discretion of the Principal. If a child has contracted a contagious, infectious condition the child shall be kept at home until such time as they are deemed well and danger of infection has passed.

12. The Parents hereby give permission for any school-readiness testing that may be required to be requested or conducted.

13. Due to the nature of schools and the various extra mural activities that learners partake in from time to time for historical, marketing, parents request, concerts, excursions, websites, publications and other purposes. Your child may be included in a school photo that is taken from time to time. The school reserves the right to use such photos. If you do not want your child to appear in any of the photos, you would have to inform the school in writing so that no photos of your child be used for any of the stated purpose.

14. The Parents acknowledge that they are aware that the School respects all religions and cultures. The Parents agree that the Pupil will participate fully in the School's curriculum, including its compulsory sports and extramural programmes, functions, trips and outings, as determined from time to time by the School.

15. The School reserves the right in its sole discretion, upon giving one term's written notice to vary these terms and conditions and the tuition fees and any other charges payable from time to time.

16. The Parents / Guardians give their consent for the Pupil's name, photographs and / or work to be reproduced in newsletters and on internet sites and other such publicity media. Furthermore, they will not hold the School staff and their agents liable for any possible actions resulting from privacy or copyright issues.

17. The Parents / Guardians consent to the school disseminating their names and contact details only to other parents, staff or responsible persons engaged or authorized by the school for school-related purposes.

18. Through various positive activities the school embarks upon and will occasionally take photos of learners for the benefit of the learner, parents and the school. These photos may be used in the newsletters, media and other marketing mediums. As parents of your child you agree to grant the school permission to use photos of your child if taken for stated objectives. In the event that you do not agree you will inform the school in writing that no photos of your child may be used in all school media and marketing material.

19. This agreement constitutes the entire agreement between the parties and no prior or other agreements, representations, policies, intentions or warranties, or any subsequent variation of the terms of this agreement, shall be binding on the parties, except if reduced to writing and duly signed or as otherwise provided herein. Both parents are expected to sign this document. If only one parent signs, he / she declares herewith that he / she is the child's legal guardian, and is legally competent to sign the document. We accept the terms and conditions as set out in this document.

Please Initial this page: \_\_\_\_\_ / \_\_\_\_\_

Parent / Principal

**INFORMATION: PERSON RESPONSIBLE FOR ACCOUNT (IF NOT MOTHER, FATHER OR LEGAL GUARDIAN)**

Full Name: \_\_\_\_\_ Title: \_\_\_\_\_

Business Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Business Address: \_\_\_\_\_ Occupation: \_\_\_\_\_

\_\_\_\_\_ Tel: (Work) \_\_\_\_\_

\_\_\_\_\_ Code: \_\_\_\_\_ Tel: (Home) \_\_\_\_\_

Home Address (Postal): \_\_\_\_\_ Cell: \_\_\_\_\_

\_\_\_\_\_ E-Mail: \_\_\_\_\_

\_\_\_\_\_ Code: \_\_\_\_\_ Relationship: \_\_\_\_\_

Mother / Guardian: \_\_\_\_\_ (Print Name) Date: \_\_\_\_\_

ID Number: \_\_\_\_\_ Signature: \_\_\_\_\_

Father / Guardian: \_\_\_\_\_ (Print Name) Date: \_\_\_\_\_

ID Number: \_\_\_\_\_ Signature: \_\_\_\_\_

Or

The signature of the person responsible for the account if not Mother / Father of Legal Guardian:

Name: \_\_\_\_\_ (Print Name) Date: \_\_\_\_\_

ID Number: \_\_\_\_\_ Signature: \_\_\_\_\_

**Admission/Registration Fee****Schedule of Fees – New Enrolments 2021**

1. A non-refundable registration Fee of R1000.00 must be paid when an application form is submitted to the School for the pupil to be registered onto the enrolment list.
2. Parents must complete a monthly debit order form in the event of monthly school fees payment.
3. All fees must be paid including; registration, infrastructure, arts and crafts and the first month's school fees before the learner can attend his/her first day at CELS.
4. Aftercare per month is R750. If a learner stay on beyond 6h00 an additional charge of R100 per hour will be charged accordingly.  
Failure to comply with the above clauses will result in the pupil's place being offered to the next pupil on our waiting list.

The schedule for fees is given below. Fees must be paid in full by the dates stipulated.

**2024 School Fees and Registration Fee**

The following is an outline of the non-refundable school fees for the various grades:

There is a once-of compulsory registration fee of R1000. All school fees are payable **in advance**.**SIABUSWA**

Registration Fee per learner	Once off	Per month	Yearly
Deposit Per Learner	R150		
School fees (Gr 00/ pre school		R1200	R14 400
School fees GR R		R1300	R15 600
School fees GR 1 TO 4		R1400	R16 800

**MIDRAND**

Registration Fee per learner	Once off	Per month/PerLearner	Yearly
Deposit Per Learner	R150		
School fees (Gr 00/ preschool		R2200	R26 400
School fees GR R		R2300	R27 600
School fees GR 1 TO GR 2		R2400	R28 800
School fees GR 3 TO GR 4		R2600	R31 200

Sibling discounts: 2nd child 5% and 10% for the 3rd and 4th siblings across Glory House Academy Primary School.

**Please Note:**

As per each parent's signed Conditions of Enrolment and the Chartwell Entrepreneurship and Leadership Primary School Contract, a full term's notice in writing, or a full term's fees in lieu thereof, is required when a pupil is withdrawn from the School. (See clause as per Conditions of Enrolment on the Application Form.)

**Stationary:** There is a once of Arts and Crafts Fee of R300.00. The school will provide a stationary list, which parents will have to acquire themselves.**Holiday Care** is offered during the school holidays and weekends and at a daily rate. Parents should contact the school for more details.**School-Readiness Testing** - All learners that are from other schools will be subjected to school-readiness testing. In the event that the learner is not ready for a particular grade the parents will be informed. In some instances, the learner **may** have to repeat a grade if it is found that the learner is behind. In other instances, we may have to institute remedial classes to bring the learner on par to the desired standards. The remedial classes may last for a period of 3 to 6 months or even a year depending on the child's performance. The cost of the remedial classes is R800 per month.**Infrastructure Fund:** There is a once-of infrastructure fund of R550.00, which is payable with registration fee.

Please Initial this page: \_\_\_\_\_ / \_\_\_\_\_

Parent / Principal

#### Payment Arrangements

Fees must be paid on or before the 1st day of the month in advance, for 12 months of the year, from January to December in one of the following ways;

. Direct deposit into the school's account,

. Cash

. Debit orders

#### Direct Deposit

Direct deposits must be made by the 28th of the previous month and proof of payment must reach the school by the 1st of every month.

#### Banking Details:

Name: GLORY HOUSE MINISTRIES NPC

Bank: FNB

Branch: COMM ACCOUNT SERVICES CUST

Account type: Cheque Acc

Acc. No. 63000110732

#### IMPORTANT: PLEASE COMPLETE

Please indicate your method of payment:

I would like to pay the school fees for the year in advance by 4 January.

I would like to pay the school fees for the term in advance by 4 January.

I would like to pay the school fees on a monthly basis with the debit order form.

☐☐☐

#### ADMISSION OF PUPIL

THE ADMISSION OF THE PUPIL IS SUBJECT THE FOLLOWING

Payment of the Deposit. Amount Paid: R \_\_\_\_\_ Date Paid: \_\_\_\_\_

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Completed and signed Admission Forms

☐

Copy of the child's Birth Certificate

☐

Copy of the child's clinic / vaccination record

☐

Copy of the child's most recent report

☐

If the child is not a South African Citizen – a copy of the study permit is required.

☐

Complete debit order form.

☐

Signed Information and Computer Technology Student User Agreement

☐

We accept the entry of your son / daughter on the above terms and conditions.

Principal: Glory House Academy Primary School \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Spouse Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness Signature \_\_\_\_\_ Date \_\_\_\_\_

NOTES: FOR OFFICE USE

#### COMMENTS

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Parent / Principal