



FORMS CHECKLIST

Below is a list of registration forms and documents containing important information, many of which require a parent signature. Upon completion, please mail the Student Medical Information packet to St. Margaret's School, Attn: Brittany Bumgarner, RN, PO Box 158, Tappahannock, VA 22560 or scan and email to bbumgarner@sms.org. All other forms should be mailed to St. Margaret's School, Attn: Office of School Life, P.O. Box 158 (444 Water Lane), Tappahannock, Virginia 22560 or scanned and emailed to permissions@sms.org by **August 1**. We will not be able to grant your child certain privileges until all forms are complete and permissions are granted.

Please use this checklist as a guide and should you have any questions over the summer, please do not hesitate to call or email the Office of Admission at admit@sms.org or 804-443-3357.

The following forms require completion and signatures.

- Student Arrival Information (**send in advance to inform school when student will arrive**)
- Student Medical Information
- School Life Permission Form
- Weekly Allowance Form (for boarding students only)
- Network Appropriate Use Agreement
- Technology Policy and Use Agreement
- Athletic Training Rules Agreement
- Swimming Skills Statement (for new students only)
- Vehicle Application (if applicable)
- Parent Questionnaire (for new students only)

The following documents need to be read carefully. Please keep for your records and as a reference.

- Academic Calendar
- Summer Reading
- Athletics Preseason Information and Registration
- Vacation Dates & Transportation Information
- Technology Specifications
- What to Bring List
- School Supplies