

Hello everyone,

We are so excited to welcome everyone in September! But before then -- the paperwork. On the Parent Portal of the Buxton website, you will find all of our required forms as well as helpful documents for you to access now and throughout the year. Please use this checklist as a guide to ensure you complete the required forms. If you have any questions, please ask! The best way to reach me is by email at chiara.carrino@buxtonschool.org. You can also call me at 413-458-3919. If I don't answer, leave a message & I will call you back!

### **Required Paperwork**

Enrollment Agreement- *if it hasn't been submitted already*

Official Final Transcript – *new students only; paper copy sent by student's school*

Health History – *to be completed by student's doctor*

Vaccination Exemption - *if applicable*

Medical Information Form

Permission to Treat - *print & sign (must have written & non-electronic signature)*

HIPAA - *new students only*

*\*note: write in July of graduation year for DURATION. Then you only need to do this once*

Family Information Form

Permissions Form

Housing Form

Nursing Protocol - *signature required*

These forms can be found in the Parent Portal on the Buxton website:

<https://buxtonschool.org/parents-faculty-and-staff/>

All paperwork is due by August 1st, 2022. Students may not move into campus without all forms received in the main office. All paperwork must be submitted on a yearly basis, so even if you completed the documents last year – we need them (with updates) again! Likewise, we require students to submit a yearly physical exam from their doctor.

We understand that students may have annual physicals scheduled for August -- please let me know if this applies to your student, and I'll make note.

In addition to the required documents, I'll draw your attention to the Packing List and the tentative 2022-2023 Buxton Calendar. I'll be in touch throughout the summer to highlight other important documents here. And throughout the year, if you're looking for a document (a class schedule, up-to-date-calendar, faculty contact list, etc), check the Parent Portal first!

Let me know if you have any questions as you work through the paperwork!

~Chiara