

Hello everyone,

We are so excited to welcome you all 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:

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*
- Permission to Treat - *print and sign (must have written, non-electronic signature)*
- HIPAA - *new students only, unless we let you know otherwise*
 - *note: write in July of graduation year for DURATION. Then you only need to do this once!
- Medical Information Form - *webform*
- Family Information Form - *webform*
- Housing Form - *webform*

*please be sure to discuss with your student before submitting!

All forms can be found in the Parent Portal on the Buxton website, accessed via the following link:

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

*if you would prefer PDF versions of any of the webforms, I am happy to provide them, just shoot me an email!

In addition to the required forms, there are a number of other informative documents posted in the portal. They will also be included in the forthcoming Student and Family Handbook.

Submitting Paperwork

Non-webforms can be submitted via USPS: 291 South St. Williamstown, MA 01267 (Attn: Main Office), email (paperwork@buxtonschool.org), or fax (413-961-5058).

All paperwork is due by August 15th, 2024. Students may not move into their dorm room without all forms received by the office. By Massachusetts law, all paperwork must be submitted on a yearly basis, so even if you completed the documents last year – we need them (with any updates) again! Likewise, it is required that families submit a yearly physical exam from their doctor (via the Health History form). We understand that students may have annual physicals scheduled for after August 15th--please let me know if this applies in your case, and I'll make a note.

Please don't hesitate to reach out if you have any questions as you navigate the paperwork. The best way to reach me is by email at chiara.carrino@buxtonschool.org. Nurse Robin is at robin.avis@buxtonschool.org if you'd like to connect with her. You can also call us at 413-458-3919.

Enjoy the rest of the summer!

~Chiara