

Ruth Murdoch Elementary School

Registration Steps 2025-2026

Name _____

ID _____

Grade _____

Number of students in family at RMES/AA _____ PMC/Non-PMC

New students/returning students:

- Complete Application for Admission (new students only)
- Complete Registration forms

Financial Clearance _____

Business Manager's signature required

Turn in registration forms and provide required documents

- Verify contact information (returning students) with signature on page
- Consent to Medical Treatment (required)
- After School Transportation Information (required)
- Signature Form (required)
- Assumption of Risk and Hold Harmless Agreement (required)
- Extend Ed Form (if needed)
- Proof of Medical Insurance (new copy of card front and back required every year)
- Birth Certificate or Passport (new students) **Compliance on or before the 1st day of school**
- Request for Records (new students)
- Immunization records (new students) **Compliance on or before the 1st day of school**
- Immunization Updates (Grade 7) **Compliance on or before the 1st day of school**
- Health Appraisal **recommended**
- Hearing/Vision/Dental Screening (Kinder students) **Compliance on or before 1st day**
- Kindergarten Schedule
- Musical Groups Application (grades 4-8)
- School Meal plan
- Application & Lunch Contract for Reduced-price Meals (available in August)
- Tuition Assistance form for AU Employees (must be completed and returned to Andrews University Benefits each school year)

Pay application fee \$ _____ Date paid _____

Obtain ID card (required for new students - used with hot lunch program)

Pay first month tuition on or before August 11, 2025