

**Parents Enrollment Worksheet
2009-2010**

Dear Parents,

Being parents ourselves, we are aware of the amount of time it takes to fill out the paperwork needed to start school. We assure you that for the safety and well being of your child, all the below forms are necessary to enroll your child at The Hearing School of the Southwest. In order to provide your child with the best services we require *all* forms to be filled out, signed and returned prior to the first day of school. All information is kept confidential and is filed in a secured location.

In order for your Child's Enrollment Package to be complete, the following must be completed:

- 1) Enrollment Form 2) Health & Medical Form 3) Emergency Contact Form***
- 4) Professional Release of Information Form 5) Tuition worksheet 6) Insurance Billing & Privacy Practices forms***

Plus, the following child's information must be submitted along with the enrollment Package:

- 1) Copy of Birth Certificate (if new student) 2) Immunization Records***
- 3) Latest Audiogram – aided and unaided 4) Copy of Insurance Card***

Forms:

- _____ 1) 2009-2010 Enrollment Form (two pages-front & back)
- _____ 2) Health and Medical Form (**including physician's signature**)
- _____ 3) Emergency Contact Form
- _____ 4) Professional Release of Information Form
- _____ 5) Tuition fees worksheet
- _____ 6) Insurance Billing Patient Information Sheet and Notice of Privacy Practices Forms
- __A/A__ 7) Auto draft signature card _ (A/A- after acceptance you will be given form to fill out

Personal Information to be submitted:

- _____ 1) Copy of Your Child's Immunization Records*
 - _____ 2) Copy of the Latest Audiogram – with **aided** and **unaided** results*
 - _____ 3) Copy of Your Insurance Card*
 - _____ 4) Copy of Your Child's Birth Certificate* (new students only)
- (*We will keep these items in your child's folder. If we have the latest a copy, please indicate that you have supplied it to us.)

Scholarships: Please turn in the following additional paperwork:

- _____ Scholarship Form
- _____ 2008 IRS Tax Return with Copies of W-2's
- _____ Copies of last three paycheck stubs

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