SAINT PAUL LUTHERAN HIGH SCHOOL APPLICATION CHECKLIST FOR "NEW" U.S. STUDENTS

- **Application:** Complete the K12 Online Web Based Enrollment (WBE) application found at www.splhs.org. Click on Admissions and then click on the Web Based Enrollment button found on the left hand side of the Admissions screen.

- **Application Fee:** A $100.00 non-refundable application fee is due and payable through WBE with your application for admission.

- **Student Enrollment Agreement:** Found within the WBE (electronic signature).
  - Information regarding holiday breaks and holiday homestays.

In addition to the online application, the following information/forms must be provided for consideration for admission to Saint Paul Lutheran High School.

- **Completed Transcript/Records Request Form (downloadable within WBE)**

Transcripts: Student's schoolwork, grades, transcripts and course descriptions of all work completed in high school must be submitted in English. *IMPORTANT*: *Current grades and transcripts are very important for admission into Saint Paul. Saint Paul will request these transcripts and they must be provided to the school as soon as possible. If a student fails to provide their remaining high school transcripts by November 1st, these high school credits will not count toward graduation requirements while attending Saint Paul Lutheran High School.*

- **Recommendation letters - two are required (downloadable within WBE).**

- **Two (2) photographs of the student are required.** One picture of the student and one picture of the student with family. Please identify student and family members on the back of the photos.

Once a student's application has been accepted, the following forms are needed by Saint Paul Lutheran High School before a student can begin classes:

IMPORTANT!!! All medical forms are downloadable within the WBE. Each form must be completed and re-submitted every school year. Please provide a copy of the student's original Immunization Record.
MEDICAL FORMS: 1**)** Medical Questionnaire 2**)** Emergency Authorization Form **3)** Medical History **4)** Self-Administer Medication Form 5**)** Student's ***Immunization Record*** must be a copy of the original document. The Missouri Health Department will need the date each shot was received. **6)** Missouri State High School Activities Association (MSHSAA) requires a sports physical. The parent, student and physician must complete this 4-page document in order for the student to participate in any Missouri high school sport/activity. The following forms below can be found within WBE. All signatures and dates must be provided.

MSHSAA Sports Form	MSHSAA Concussion Packet	Parent/Guardian Permission Form	Optional Forms

Grants & Aid: A new applicant must submit a student application and pay the $100.00 application fee before grant and aid can be considered. Once the student application has been submitted and the application fee has been paid, parents in need of financial assistance can access the Grants & Aid application at www.splhs.org. Click on Admissions and on the left of the screen, click on the Grants & Aid button.

Sending information for downloadable documents:

Fax: 660-463-7621 **Email**: rpennington@spife.org

Mail: Saint Paul Lutheran High School, 205 S. Main, P.O. Box 719, Concordia, MO 64020

Attn: Rosalie Pennington, Admissions Department **01/07/2014 BL**