

Name of Pupil: \_\_\_\_\_

**CHUDLEIGH HOUSE PRIMARY & SECONDARY SCHOOL**

**Pupil File Checklist**

***Parents, please check off each item as you complete it.***

- \_\_\_\_\_ 1. Admission Application
- \_\_\_\_\_ 2. Emergency Information form
- \_\_\_\_\_ 3. Emergency Medical Consent Form
- \_\_\_\_\_ 4. First Aid Release form
- \_\_\_\_\_ 5. Copy of NRC of parents/guardians
- \_\_\_\_\_ 6. Proof of Residence (Zesco, DSTV, etc)
- \_\_\_\_\_ 7. Copy of Immunization Record
- \_\_\_\_\_ 8. School Policy Agreement
- \_\_\_\_\_ 9. 2 passport size photographs of pupil
- \_\_\_\_\_ 10. Transfer Letter

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FOR MARKETING PURPOSE, WE WOULD LIKE TO KNOW HOW YOU FOUND OUT ABOUT US. KINDLY  
TICK A BOX APPLICABLE TO YOU

BILLBOARD ☐ RADIO ☐ ALUMNI ☐ SOCIAL MEDIA (FACEBOOK/TICKTOK) ☐  
STAFF ☐ RELATIVE/FAMILY ☐ CO-WORKER ☐