



Please promptly complete and electronically submit the REQUIRED forms below numbered **1, 2, 3, 4,** and **5**. Please print **8** and **9** for each student. The forms will be turned in to the teacher and nurse on Meet and Greet Day, respectively.

Your child will not receive a class assignment or may be unable to start school without the completion of the REQUIRED forms, including a birth certificate and medical records.

REQUIRED FACTS Family Portal Web Forms

1. 2026-27 Student Demographic
2. 2026-27 Custodial Parent Demographic
3. 2026-27 Student Medical Info (JA-12) NEW in Magnus Health (FACTS Family Portal)
Click [HERE](#) to learn how to complete these forms.
4. 2026-27 Technology Use Policy
5. 2026-27 *English Station After Care

** The After Care form is required to be filled out by all families in case of an emergency and to show your registration is complete. You will not be charged for this service unless you need to use it.*

OPTIONAL FACTS Family Portal Web Forms

6. 2026-27 KY K-12 Bus Registration
7. 2026-27 Grandparent Information

Confirm you have entered a **parent's signature and date** at the bottom of each Web Form where requested. Be sure you **click SAVE** to ensure all information is captured on the Web Form. Failure to do so will show the form as incomplete.

REQUIRED School Forms to Print - Please Complete and Bring to Meet and Greet Day

8. [School Policy Commitment Form](#) - Sign this form after reviewing the **Elementary Family Handbook** found in FACTS Family Portal under Resource Documents. *Leave this form with your teacher on Meet and Greet Day.*
9. [Medication Administration Policy and Form](#) - Only fill out this form **if your child requires prescription medication** to be administered by the school nurse. This form must be completed in full uploaded to Magnus Health. Please click [here](#) for specific guidelines regarding health room medications.

NEW Students and Kindergarteners

For the upcoming school year, Christian Academy is transitioning all student medical information to an online database called **Magnus Health**. Please upload the [Birth Certificate](#), [Preventive Well Check](#) and [Immunization Records](#) to Magnus Health. Please do not email, mail, fax or drop off any health documents to the school.

- [New Kindergarten and 1st - 5th Grade Students](#)

Quick Links and School Resources

Our school website is a useful tool for information, especially the [English Station Elementary Documents and Links](#) page. There you will find:

- [Calendars](#)
- [Supply List](#)
- [Cafeteria Account Set Up and Menus](#)
- [Dress Code Policy](#)
- [Lands' End Uniform Information](#)
- [Shaheen's Uniform Information](#)



Teacher Assignments

You must complete your REQUIRED WEB FORMS by July 29, to receive your teacher assignment. This also includes Health Room documents required for new and kindergarten families. Once you have fully completed your Web Forms and uploaded any needed documents to Magnus, you will receive an email with your teacher assignment. Teacher assignments will be emailed on Friday, August 7.



Meet and Greet Day: Monday, August 10

Bring printed forms, drop off school supplies and meet your teacher.

- **1st - 5th Grade** - Parents and Students are Invited to Attend
 - 8:30 - 9:15 a.m. Last name starting with **A - L**
 - 9:45 - 10:30 a.m. Last name starting with **M - Z**
- **Kindergarten (K Day)** - Parents and Kindergarten Students Only, No Siblings Please
 - 11 a.m. - 12:15 p.m. **Group A**
 - 1 - 2:15 p.m. **Group B**

An email will be sent on Friday, August 7, with your child's kindergarten group assignment.

Drop Off/Carpool

- **Drop off Window for K-5th Grade:** 7:15-7:45 a.m. Daily
- **Late Arrivals:** Instruction begins at 7:50 a.m. If you arrive after 7:45 a.m., you must park in the visitor lot and walk your child to the main entrance to sign them in.
- **Classroom Access:** Parents may not walk children to classrooms. School staff will guide and escort all students safely inside.
- **Carpool Details:** Maps and carpool numbers will be provided at your Meet and Greet.

Kindergarten Students Have Half Days the First Week of School

Please note that kindergarten students attend for a half-day during the first week of school only, Wednesday, August 12 - Friday, August 14. Dismissal on these days, for *kindergarten students only*, will begin at 11:45 a.m. from the elementary side of the building (across from the junior academy building). This serves several purposes - it eases the students into the routine, shortens a long day and allows us to train them in carpool procedures.

All kindergarten students will stay a full day starting Monday, August 17.

After-school Care

For program information, [click here](#). Complete registration in FACTS Family Portal (see Required Web Forms above, #5). ***This form is required to be filled out by all families in case of an emergency.*** Families are not charged a fee for signing up. A fee is charged only if the service is used.

 **Elementary PTO** - Volunteer with the PTO, order your Back-to-School spirit wear t-shirt, sign up for Kroger Rewards, purchase coupon books and more! Joining the PTO is a great way to connect with new families and serve our school. For program information, [click here](#).

  **PTO Prepackaged School Supply Boxes.** Please note that if you purchased a supply box from the PTO, this will be delivered to your child's classroom. ***You will need to purchase a Bible and headphones.*** They are not included in the supply box.

 **Prayer Walk** - Sunday, August 9. Come and go as you like between 3 and 5 p.m. Meet at the flagpole.

You made it through the information! Enjoy the rest of your summer. May God bless you with health and safety! I look forward to seeing you and your children in August.

Partnering with you,

Michael C. Chitty, M.A., M.S.
Elementary Principal
Christian Academy of Louisville