



Please promptly complete and electronically submit the REQUIRED forms below numbered **1, 2, 3, 4** and **5**.

Please print **8** and **9**, listed below, for each student. The forms will be turned in on Meet and Greet Day to your teacher and nurse, respectively.

Your child will not receive a class assignment or may be unable to start school without the completion of the REQUIRED forms, including immunizations (see more below).

REQUIRED FACTS Family Portal Web Forms

1. 2025-26 Student Demographic
2. 2025-26 Custodial Parent Demographic
3. 2025-26 Student Medical Info (K-12)
4. 2025-26 Technology Agreement
5. 2025-26 English Station After Care *(Must fill out even if use is Seldom/Never)*

OPTIONAL FACTS Family Portal Web Forms

6. 2025-26 KY K-12 Bus Registration
7. 2025-26 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 Release Form](#) Fill out this form **if your child requires prescription medication** to be administered by the school nurse. This form must be completed in full and accompany any medications needed. *Hand the form and medication(s) to the school nurse on Meet and Greet Day.* Please click [here](#) for specific guidelines regarding health room medications.

NEW Students and Kindergarteners

Please review the following letters from our Health Room Nurse and provide a copy of the required paperwork listed, including a Birth Certificate, Preventative Well Check and Immunization Records by **July 23. We must have all three of these documents and forms completed before we will release your teacher assignment.**

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

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 23, 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 turned in any needed documents, you will receive an email with your teacher assignment. This will be sent on Friday, August 1.

Meet and Greet Day

This is when students and parents visit the school to meet their teachers, submit forms, drop off supplies and collect any necessary information. See the breakdown of schedules below.

1st - 5th Grade Meet and Greet - Monday, August 4 - Students and their families 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**

K Day Meet and Greet - Monday, August 4 - Kindergarten students and their parents are invited to attend (please no siblings).

11 a.m. - 12:15 p.m. **Group A** (the teacher will send an invite with the student's time)

1 - 2:15 p.m. **Group B** (the teacher will send an invite with the student's time)

Drop Off/Carpool

The first day of school is Wednesday, August 6. All K-5 students should be dropped off in the carpool line between 7:15 and 7:45 a.m. Parents of elementary students arriving after 7:45 a.m. will have to park in the visitor lot and walk their children to the MAIN entrance to sign them in for the day. Classroom instruction begins at 7:50 a.m. Parents may not walk their child to class during this time. Staff will be available to assist students as they enter school. We will ensure that all students reach their classrooms and have a great start to the day. Carpool maps and carpool numbers will be provided in the Back-to-School Packet given to each student on their scheduled Meet and Greet Day. We will extend grace for the first two weeks of school as our school community acclimates to the flow of carpool.

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, Wednesday, August 6 - Friday, August 8. 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 11.

This modified schedule is for the first week of school only.

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. Please contact the Elementary Office for questions regarding planned activities, schedule, etc. Please contact the Business Office with any financial questions.

HELPFUL RESOURCES

Summer Reading Packet - Be sure to participate in our summer reading program! Students can earn prizes for reading and turning in their packets.

Summer Bucket List - Our counselors encourage students to limit screen time and earn a prize! Check off 40 or more activities this summer to complete the challenge! Have fun!

Elementary PTO - Volunteer with the PTO, order your back-to-school spirit wear tshirt, 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. Save the Date for the first event, a **Back-to-School Prayer Walk** on August 3.

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.

Principal

Christian Academy School System

Christian Academy of Louisville Elementary