



Check-off List

(All of these documents can be faxed to 505.212.0904)

- _____ Application for Admission
- _____ Authorization for Release of Information¹
- _____ Enrollment Agreement (Each page initialed or signed)
- _____ Equestrian Forms (With insurance information)
- _____ Medical Information/Medical Diagnosis Information Forms
- _____ Financials (Wire Transfer, Cashier's Check, Loan Approval, or Credit Card)^{2, 3}
 - _____ Tuition
 - _____ Deposit
 - _____ Stipend Account
- _____ Insurance Cards: Medical/Prescription/Dental/Vision
(We must have the actual cards or an enlarged copy of the front and back of the cards.)
- _____ Original Birth Certificate or *Certified* copy⁴
- _____ Picture Identification (Driver's License, State ID, or Passport)⁵
- _____ Original Social Security Card⁵
- _____ Digital Photo of Student (Email to jbarnes@sancristobalacademy.com)
- _____ Evaluations and Assessments⁶
- _____ 30-day Supply of Medication (if applicable)⁷

¹ Must have one for: Medical Doctor—Dr. Elin Ritchie, Psychiatrist—Dr. Roland Jacobs, Parents, Education Consultant-Attorney-Probation Officer (if applicable), and Previous Therapists/Case Managers/Programs.

² Prescriptions: If you do not have Prescription Insurance, you will be responsible for paying the full cost of all prescriptions and Parma Care (the pharmacy we use) will bill you directly for the full amount.

³ Additional Medical Services (Dr. Ritchie and Dr. Jacobs): The invoice will be mailed to you from us and you may then turn it into your insurance provider to be reimbursed by them. If your son needs to see a dentist, ophthalmologist, visit the ER, or any other special medical needs, you will be billed directly from them.

⁴ This is necessary for your son to get his GED or to enroll into the General Studies program with UNM. This is used to get your son a NM ID card, and will give him residency status (in-state tuition for UNM), and the Birth Certificate will be sent back to you after he has received his NM ID.

⁵ This is necessary for your son to get his GED or to enroll into the General studies program with UNM and will be necessary for acquiring an internship or job. This is used to get your son a NM ID card; this will give him residency status (in state tuition for UNM)

⁶ Any prior Psychological/Education/Vocational/Biological/Social Evaluations or Testing, and any discharge summaries for previous programs or treatment facilities.

⁷ This is very important for your son not to have an interruption in his medication; if this is impossible, please get a written prescription from his prescribing physician and mail to SCA prior to your son's arrival.