

**SAINT PAUL LUTHERAN HIGH SCHOOL**  
**APPLICATION CHECKLIST FOR DOMESTIC STUDENTS**

**APPLICATION - COMPLETE THE K12 ONLINE WEB BASED ENROLLMENT.** Complete each task, save and submit at the very end.

- ✓ **Application Fee** - A \$100.00 non-refundable application fee is due and payable through Web Based Enrollment with your application for admission.
- ✓ **Photographs** - Two (2) photos of the student are required. One picture of the student alone and the other picture of the student with their family. Please identify each member of the group.

**THE FOLLOWING DOWNLOADABLE FORMS CAN BE FOUND IN WEB BASED ENROLLMENT AND ARE REQUIRED TO COMPLETE THE APPLICATION PROCESS.**

- ✓ **Transcripts/Records Request Form** - Student's grades, transcripts and course descriptions of all work completed in high school must be submitted.  
**Important** - Current grades and transcripts are very important for admission to Saint Paul, but very often there are missing transcripts that must be sent once a student has been accepted. If a student fails to provide the remaining high school transcripts by November 1st of the year enrolling, these high school credits will not count toward graduation requirements while attending Saint Paul Lutheran High School.
- ✓ **Recommendation Letters** - Two are required.

**UPON COMPLETION OF THE APPLICATION AND ALL FORMS, THE STUDENT'S FILE WILL BE SENT TO THE ADMISSIONS COMMITTEE FOR ACCEPTANCE. ONCE ACCEPTED, THE ACCEPTANCE LETTER ALONG WITH AN ACCESS CODE WILL BE MAILED TO THE STUDENT TO COMPLETE THE REGISTRATION PORTION OF THE ENROLLMENT PROCESS.**

**THE FOLLOWING FORMS MUST BE FILLED OUT AND RETURNED TO SAINT PAUL.** These forms are all downloadable on Web Based Enrollment by using the Access Code mailed with the acceptance letter.

- ✓ **SPLHS DOMESTIC MEDICAL QUESTIONNAIRE 2017-2018** - Pg 1) Student Information Pg 2) Emergency Authorization Form Pg 3) Parent Authorization For Over-The-Counter Medications Pg 4) Immunization Records (Missouri Health Department will need the date each shot was received.)
- ✓ **MSHSAA PRE-PARTICIPATION PHYSICAL EVALUATION** - Pg 1) History Form Pg 2) Physical Examination Form Pgs 3 & 4) Eligibility and Authorization Statement
- ✓ **MSHSAA CONCUSSION** - Please read.
- ✓ **PARENTAL PERMISSION ... CAR TRAVEL, OVERNIGHT/WEEKEND VISITS, VEHICLE USAGE 2017-2018**

**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](http://www.splhs.org). Click on Admissions and then Tuition & Financial Aid

**DOWNLOADABLE DOCUMENTS CAN BE SENT BY:**

**Fax - 660-463-7621**

**Email - [admissions@splhs.org](mailto:admissions@splhs.org)**

**Mail - Saint Paul Lutheran High School, 205 S. Main Street, P.O. Box 719, Concordia, Missouri 64020**