



# IMMANUEL LUTHERAN SCHOOL

2055 FILER AVENUE EAST ~ TWIN FALLS, ID 83301  
PHONE (208) 733-7820 ~ FAX (208) 735-9970  
WEBSITE: [www.immanueltschool.org](http://www.immanueltschool.org) ~ EMAIL: [school@immanueltf.org](mailto:school@immanueltf.org)

## INSTRUCTIONS FOR ENROLLMENT 2022-2023

1. **ALL PAPERWORK MUST BE FILLED OUT COMPLETELY!**
2. Applications for Admission **WILL NOT** be accepted without the following:
  - a. **\$200.00 Registration Fee (\$100.00 refundable If child drops before school starts)**
  - b. **STATE CERTIFIED BIRTH CERTIFICATE** (must have the official raised seal). ***NEW STUDENTS ONLY***
  - c. **UP-TO-DATE IMMUNIZATION RECORDS:** A copy of the required immunizations may be obtained from the Department of Health & Welfare or the school office. Doctors are also aware of the state requirements. If there are health reasons why immunizations are not up-to-date, a physician's note is required. **\*\*Exemption forms must be completed if no immunizations have been given.**
3. **Immanuel Registration** is held from ***February 1 2022– February 28, 2022.*** During Immanuel Registration, applications for admission will **ONLY** be accepted from current Immanuel students and their siblings; current Immanuel CDC students and their siblings; or Immanuel Church member students and their siblings.
4. **Public Registration** will begin on ***March 1, 2022.*** Once Public Registration begins, applications will be accepted on a first come, first served basis until each class is full.
5. **Pre-Kindergarten students MUST BE POTTY TRAINED - NO PULL UPS.**
6. Tuition payments are due on the 1st day of each month. A \$20.00 late fee will be added after the 10<sup>th</sup>. Enrollment will be terminated if your account is 30 days past due.
7. Automatic withdrawal from checking/savings accounts or credit/debit cards is available for tuition payments. Withdrawals occur around the 10<sup>th</sup> of each month. Please fill out the attached authorization form, attach a voided check (if needed), and return it to the school office.
8. If the total tuition is paid in full by ***The first day of School*** a 3% discount will be applied. ***(Credit Cards will be accepted for full payment. If credit cards are used a fee will be charged).***
9. **Tuition Assistance** applications are available in the school office for Full Day Kindergarten through Fifth grade only. Applications must be filled out completely and returned with a copy of your most recent Federal Tax Return (Form 1040). Since tuition assistance funds are limited, applications must be turned in as soon as possible.

### OFFICE USE ONLY

Registration Fee	Date Received
<b>Paid by:</b> CK # _____	<b>CASH</b> _____
Your tuition payments will begin on:	
September 1, 2022	August 1, 2022
	July 1, 2022

10. If you have any