

COLLECTION CHECKLIST

Payment and forms for outdoor education will be collected from **Wednesday, October 14 until Wednesday, October 16**. Please be sure that all the items below (except where noted) are included.

STUDENT'S NAME: _____

- 🍏 ____ Student Permission Slip

- 🍏 ____ Health Information Form

- 🍏 ____ Parent/Guardian Consent Form (from NorthBay)

- 🍏 ____ Medication Authorization Form (if medication is required)

- 🍏 ____ T-shirt Order Form

- 🍏 ____ Chaperone Interest Form (if interested, not required)

- 🍏 ____ Payment – *exact amount* (\$179.00 with a t-shirt or \$172 without a t-shirt)
 - Cash _____
 - Check _____
 - Check must include name, address, and telephone number to be accepted
 - Money Order _____
 - Checks and money orders should be made out to Lake Elkhorn Middle School
 - Online School Payment (OSP) – VISA/MASTERCARD
 - A step-by-step guide for online school payment is available on the **LEMS website** under **Services > Online School Payments**
 - LEMS website: <http://lems.hcpss.org>
 - A flyer is also included in this packet for your reference

- ____ Alternative Release Form (optional)

- ____ Family File Updated