

I understand that the state requires Montessori Academy of Northern Colorado to keep a file for each of my children. These files are not accessible to the other parents but need to be accessible to all of the teachers for the obvious reasons of emergency contacts, etc. as well as our school nurse. I understand that the following forms are included in my child's file: registration, a general form with pick up information and emergency contacts, my child's health form, immunization form, any contact between parents and teachers and any additional documents provided by either parent. If any court documents are requested to be sealed they will be kept in a sealed envelope but still remain in the child's file. I understand that I can request to see all the documents in my child's file at any given time.

Printed Name

Printed Name

_____ date _____

Parent's Signature

_____ date _____

Parent's Signature