

## TAC-PHS FURTHER INSTRUCTIONS

First off, **Welcome To TAC-PHS!** We are so excited to guide you along the way of having a successful educational endeavor in making sure that you receive all that you need and so much more to enter in the next phase in your life from the beginning to end no matter what grade you're in! We know that you will someday after completing Elementary you will be entering a Middle School, High School, or a College/University of your choice! You can rest assured that TAC-PHS will get you there sooner than the norm!

Gather the documents listed on the attached **REGISTRATION CHECKLIST** below. After that, you will be asked to upload these documents to allow TAC-PHS to create your personal enrollment account, login information and to complete the online registration forms.

### **REGISTRATION CHECKLIST:**

- Sign up with our Online Curriculum Program (immediately)
- Go online to make your weekly, monthly, or annual tuition payments
- Certified copy of the child's birth certificate from the Bureau of Vital Statistics.
- Current immunization record.
- Government-issued photo ID for the child's parent/legal guardian.
- Proof of residency\* (see details below).
- Social security card for each child, if available.
- Report card or transcript from the child's last school attended

**\*Proof of Residency:** At the time of registration, parents/guardians will be asked to provide proof of residency dated within the last 30 days. Documents should reflect the parent/legal guardian's name and street address.

After the COVID-19 Pandemic is over and it's officially safe to go back to a classroom setting we will direct you to our Personalized Website to purchase a uniform for each child, as well as a Rules & Regulation handbook etc.; For now, this is all that we require at the present time. Let us know if you have any other questions or concerns.

We are looking forward in making sure that you and your child is safe and on his/her way to a successful educational adventure!

SEE YOU SOON!

MRS. LIN