

Oak  Hall
Episcopal School

Admission Packet

Dear Prospective Families,

Welcome to Oak Hall Episcopal School, an early childhood 3's through Grade Eight independent school in Ardmore, celebrating 40 years of excellence in education. We are pleased you are interested in Oak Hall Episcopal School, and are eager to share information about our School with you.

Enclosed is the 2017-2018 application packet. I encourage you to return your completed forms, along with the non-refundable enrollment fee at your earliest convenience to hold your child's place. Beginning April 1, 2017, we will start placing new students in classes.

Please don't forget to take advantage of the Priority Enrollment. If your enrollment application is received by April 1, 2017, you will receive a discount off your tuition.

Should you have any further questions, please don't hesitate to contact me. I can be reached by email: jennifer.crosby@oakhallschool.com or by phone 580.226.2341.

If you haven't already taken a tour of the school and would like to, the Oak Hall faculty, admission team, and I would be thrilled to show you what our School has to offer.

Sincerely,



Jennifer Crosby

Director of Development and Enrollment Management

IMPORTANT INFORMATION RE: FACTS TUITION & FINANCIAL ASSISTANCE

Dear Parents/Guardians,

Thank you for your interest in Oak Hall Episcopal School! As you requested, here are the necessary forms for application for enrollment in our School. We believe we have one of the finest educational programs around for preschoolers through middle school aged students. We look forward to your becoming a part of the Oak Hall Episcopal School family.

Please make sure you pay special attention to our admission policy as well as the list of important admission dates and procedures. You will find these in your enrollment packet.

We offer several options for payment of tuition. The first option is to pay your tuition in full directly to the school by May 1st in order to receive our early pay discount. The second option is to make one or two payments directly to the school with the first payment due by July 1st. The third option is to use FACTS Tuition Management for monthly or quarterly tuition payments. If you are interested in using this service, please let me know. Also, by beginning your payments during the summer months, the amount of your installment will decrease because you will have additional time to pay it out. We have used this service for several years now and find it to be a valuable tool for most families who cannot pay whole tuition costs up-front.

If you are interested in applying for financial assistance, please make that notation on the enrollment form. We use FACTS Grant & Aid Assessment for this process. **Once your enrollment papers and enrollment fee are received, the instructions to apply online will be emailed to you.** Please submit your application and tax documents electronically to FACTS no later than April 3rd to be considered for scholarship. The scholarship committee will meet in May to award financial assistance. Please remember that FACTS requires a \$25 fee to process your application. Applications must be completed online. Please note that if you do not receive the financial assistance necessary for your child to attend Oak Hall Episcopal School, your enrollment fee will be forfeited.

Financial aid applications WILL NOT be considered until enrollment is complete.

If you have any questions, please do not hesitate to contact me. I can be reached by email: lori.youderian@oakhallschool.com or at the school 226-2341.

Sincerely,


Lori Youderian
Business Manager

Oak Hall Episcopal School

Admissions Policy

The admission process at Oak Hall Episcopal School (“OHES” or the “School”) seeks to strengthen the overall sense of family and community within OHES itself, and between OHES and The Episcopal Church. With this goal in mind, after active OHES students (i.e. students who are already admitted and in attendance during the regular school year) and siblings have been enrolled, the following criteria may be considered when determining the order of priority for the admission of applicants to the School.

1. Siblings of former OHES students and children of alumni of OHES.
2. Children or grandchildren of a communicant in good standing of the Episcopal Church.
3. Applicants from the community at large.

Achieving a balance of gender and age within each class in order to best meet the formational needs of the students is the presiding consideration in the cases where applicants have equal priorities. Additionally, the following may be taken into consideration: familial relationship with school or Episcopal Church faculty and staff; and other factors as determined by the Headmaster in collaboration with the Admissions Committee. For Kindergarten admission, academic and developmental readiness will also be considered. Notwithstanding the priorities above, on rare occasions the Headmaster, in his discretion, may make a limited number of special admission decisions based on the best interests of the School. The order in which applications have been received will not be taken into consideration.

The priorities stated above apply only to admission to the School and do not apply to particular classroom or requested teacher placement in the Early Childhood classes where there is more than one class. The Headmaster has sole authority with respect to these placements. Admission decisions are made solely by the Headmaster in consultation with the Admission Committee, and will generally be made mid-April preceding the applicable academic year.

According to The Episcopal Church, a “communicant in good standing” is a communicant who has been faithful in attending worship, unless good cause prevented, and has been faithful in working, praying and giving for the spread of the Kingdom of God. The Headmaster in consultation with the Rector of St. Philip’s Episcopal Church, shall then have responsibility to determine whether the “communicant in good standing” requirement has been satisfied.

Oak Hall Episcopal School admits applicants without discrimination in favor of, or against, any child on the basis of race, color, national or ethnic origin. As noted above, priority may be given to Episcopalian applicants and/or the children or grandchildren of Episcopalian applicants, as permitted by applicable law.

Oak Hall Episcopal School

Important Admission Dates

Thank you for your interest in Oak Hall Episcopal School. Please find below important dates and information regarding enrollment in the School.

Enrollment applications are accepted at any time.
Applications are held until April 1 when the Admissions Committee begins the review process.
The non-refundable Enrollment Fee of \$200 is due with the application

First Day of February

Re-enrollment opens for current students

Applications are accepted for children of faculty/staff and siblings of current students.

Last Day of March

Teacher recommendations are due to Oak Hall Episcopal School. Applications cannot be considered without the completed teacher recommendation form for (new students only).

First Day of April

The Admissions Committee begin formal review of applications. Please note that applications received after this date will be placed in a pool of candidates which will be reviewed if a grade position becomes available.

All scholarship applications and tax documents should be submitted electronically to FACTS no later than April 1st to be considered for financial assistance.

Fifteenth Day of April

Notification of enrollment status is mailed out.

Oak Hall Episcopal School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the School.

Oak Hall

Episcopal School

	SCHEDULE	HOURS
Early Childhood 3-Half Day	5 days per week. For children who turn 3 years old by September 1.	Monday-Friday 8:15 - 11:30 a.m.
Early Childhood 3-Full Day	5 days per week. For children who turn 3 years old by September 1.	Monday-Friday 8:15 a.m. - 3:30 p.m.
Early Childhood 4-Half Day	5 days per week. For children who turn 4 years old by September 1.	Monday-Friday 8:15 - 11:30 a.m.
Early Childhood 4-Full Day	5 days per week. For children who turn 4 years old by September 1.	Monday-Friday 8:15 a.m. - 3:30 p.m.
Kindergarten-Eighth Grade	5 days per week.	Monday-Friday 8:15 a.m. - 3:30 p.m.

OTHER OPTIONS

Before Care	Available for EC3-Eighth Grade-Full & Half Day Students Meets in Cafeteria. No Fee.	7:30 a.m.
Extended Day	Available for EC3-Eighth Grade-Full Day Students Meets in Cafeteria. \$100 per month or \$15 daily	3:30-5:30 p.m.

Oak Hall Episcopal School

Application for Admission

Please indicate the grade and year for which you are applying

- Early Childhood 3 20____ (Student must be age three by September 1)
 Half Day (8:15 – 11:30 a.m.) Full Day (8:15 a.m. – 3:30 p.m.)
 Early Childhood 4 20____ (Student must be age four by September 1)
 Half Day (8:15 – 11:30 a.m.) Full Day (8:15 a.m. – 3:30 p.m.)
 Kindergarten 20____ (Student must be age five by September 1)
 Grade _____ 20____

APPLICANT/STUDENT			
First Name	Middle Name	Last Name	Nickname
Home Address			<input type="checkbox"/> Male <input type="checkbox"/> Female
City		State	Zip
Home Phone		Religion/Denomination	Date of Birth
Primary Language		Other Languages	
Ethnicity (<i>Optional</i>) Please check ALL that apply			
<input type="checkbox"/> Caucasian <input type="checkbox"/> African-American <input type="checkbox"/> Native American <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic <input type="checkbox"/> Middle Eastern			
Is the applicant any of the following? (please check all applicable descriptions)			
<input type="checkbox"/> Current student seeking re-enrollment <input type="checkbox"/> Sibling of a current student <input type="checkbox"/> Sibling of a former student <input type="checkbox"/> Child of alumni <input type="checkbox"/> Child or grandchild of a communicant in good standing of The Episcopal Church			
Will the applicant be applying for Financial Aid?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
What school does the applicant currently attend (if any)?		How did you hear about Oak Hall Episcopal School?	

Oak Hall Episcopal School
 2815 Mt. Washington Road, Ardmore, Oklahoma 73401
 (580) 226 2341 • www.oakhallschool.com

Student lives with:
(check ALL that apply)

- Both parents
- Parent 1
- Parent 2
- Stepparent 1
- Stepparent 2
- Guardian

Mail should be mailed and e-mailed to:
(check ALL that apply)

- Both parents
- Parent 1
- Parent 2
- Stepparent 1
- Stepparent 2
- Guardian

PARENTS: Married Single *Divorced Separated Parent 1 is deceased Parent 2 is deceased
 * Please provide a copy of the divorce decree and any subsequent modifications as pertain to the child.

PARENT 1				
Title	First Name	Middle Name	Last Name	
Home Address (if different from the applicant)		City	State	Zip
Home Phone		Cell Phone		
Employer		Position		
Business Address		City	State	Zip
E-mail	Business Phone		College	
Religious Affiliation		Church		

PARENT 2				
Title	First Name	Middle Name	Last Name	
Home Address (if different from the applicant)		City	State	Zip
Home Phone		Cell Phone		
Employer		Position		
Business Address		City	State	Zip
E-mail	Business Phone		College	
Religious Affiliation		Church		

<i>Please fill in if applicable</i>				STEPPARENT 1			
Name of Stepparent 1				Home Phone			
Employer				Position			
Business Address				City		State	Zip
E-mail				Business Phone			

<i>Please fill in if applicable</i>				STEPPARENT 2			
Name of Stepparent 1				Home Phone			
Employer				Position			
Business Address				City		State	Zip
E-mail				Business Phone			

SIBLINGS		
Name	Age	Current School
Name	Age	Current School

GRANDPARENTS		
Parent 1/Guardian 1 Name	Email	Address
Parent 2/Guardian 2 Name	Email	Address

LEGACY		
Family members who have attended Oak Hall Episcopal School		
Name	Relation	Dates Attended
Name	Relation	Dates Attended

STUDENT INFORMATION

Have you previously applied to Oak Hall Episcopal School?

Yes No If yes, in what year?

Has your child ever been placed on probation, suspended, expelled, asked to withdraw, or not offered enrollment renewal from any prior school? Yes No If so, please explain the circumstances.

Has your child ever been recommended for psychological, educational, neurological, or speech evaluation?

Yes No If yes, was the evaluation carried out?

Yes No If yes, what type, when, and by whom?

By signing below, I grant permission to Oak Hall Episcopal School to obtain my child's school records and any relevant information pertaining to my child's attendance at such school. I verify that the information supplied on this application and in all related documents is truthful and I understand that any omissions or misrepresentations may result in my child's application being denied or my child being asked to withdraw (if discovered after acceptance). I acknowledge that I am authorized to submit this application on behalf of my child. I agree that I will not seek access to materials used during the admission process. I further understand that my child's enrollment or continued enrollment (if accepted) is subject to my child continuing to meet the School's academic and social expectations, and my continuing to meet the financial commitments and a satisfactory parent-school relationship as set forth in the relevant enrollment contracts.

The undersigned grants Oak Hall Episcopal School permission to request and receive confidential information regarding the applicant and to retain such material in the applicant's file.

Signature of Parent/Guardian

Date

Oak Hall Episcopal School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the School.

Oak Hall Episcopal School
2815 Mt. Washington Road, Ardmore, Oklahoma 73401
(580) 226 2341 • www.oakhallschool.com

NEW PARENT QUESTIONNAIRE

Why are you interested in your child attending Oak Hall Episcopal School?

Why is an Episcopal education important to your family?

How would you describe your child to someone who does not know him or her?

What are your child's greatest strengths

A. Academically?

B. Socially?

What, if any, are areas of concern for your child?

What are your child's activities and interests?

Is there anything else you would like to share with us about your child?

Oak Hall Episcopal School

2017-2018 Enrollment Contract

HALF DAY CLASSES: 8:15 – 11:30 a.m. (Early Childhood Only)	Mon. thru Fri.	\$3,647.50 \$3,522.50**
<i>*If enrollment application is received by April 1, 2017</i>		
ALL DAY CLASSES: 8:15 a.m. – 3:30 p.m. (Early Childhood through Middle School)	Mon. thru Fri.	\$7,295.00 \$7,045.00**
<i>*If enrollment application is received by April 1, 2017</i>		

Please reserve a place for _____ at Oak Hall Episcopal School
for the 2017-2018 school year in the _____ class.

	Current Student	New Student
Enrollment Fee	\$200.00 due w/ application <i>(\$500 family maximum)</i>	\$200.00 due w/ application <i>(\$500 family maximum)</i>
Tuition Deposit	N/A	\$500.00 due upon acceptance <i>(\$1,000 family maximum)</i>
Activity Fee	\$450.00 due by June 1, 2017 <i>(Paid on first 2 children. \$150 per child thereafter)</i>	\$450.00 due by June 1, 2017 <i>(Paid on first 2 children. \$150 per child thereafter)</i>
Early Bird Tuition	\$250.00 discount on tuition paid in full by May 1, 2017 (\$125 for ½ day students)	\$250.00 discount on tuition paid in full by May 1, 2017 (\$125 for ½ day students)
Tuition	Balance due or payment arrangements made through FACTS by July 1, 2017	Balance due or payment arrangements made through FACTS by July 1, 2017

ENROLLMENT FEE: Your child’s enrollment application will only be considered when the \$200.00 non-refundable enrollment fee, Application for Enrollment, and teacher recommendations (when applicable) have been received. This enrollment fee does not apply toward tuition costs and is non-refundable. The full \$200.00 enrollment fee must be paid on the first two children. Families having more than two children enrolled will only be required to pay \$500.00 for the family. **THIS FEE IS DUE UPON ENROLLMENT OF YOUR CHILD AND IS NON-REFUNDABLE.**

TUITION DEPOSIT (New Students Only): A \$500.00 Non-Refundable Tuition Deposit is required for a new student. This deposit will be applied towards your child’s tuition and is non-refundable. The full \$500.00 tuition

deposit is required on the first two children. Families having more than two children enrolled will only be required to pay \$1,000.00 to reserve positions for all of their children.

THIS FEE IS DUE NO LATER THAN TEN (10) CALENDAR DAYS FROM YOUR RECEIPT OF THE LETTER OF ACCEPTANCE FROM THE SCHOOL AND MUST BE RETURNED WITH YOUR CHILD'S ENROLLMENT CONTRACT IN ORDER TO GUARANTEE PLACEMENT.

ACTIVITY FEE: A \$450 Non-Refundable Activity Fee is due on all students by June 1, 2017. This \$450.00 activity fee is separate from tuition and covers part of the cost of workbooks, textbooks, computer licenses, field trips, class parties, iPad insurance, school yearbook, and a school t-shirt. Families having more than two children will be required to pay the full \$450.00 activity fee for each of the first two children, but will only be required to pay \$150.00 on the third child and each additional child thereafter.

THIS FEE IS DUE ON OR BEFORE JUNE 1, 2017 AND IS NON-REFUNDABLE.

TUITION PAYMENTS: Tuition must be paid in accordance with one of the following schedules:

1. Paid in full by July 1, 2017; or
2. Paid through FACTS Management monthly, quarterly, or bi-annually, beginning in July 2017 and concluding in May 2018.

IF TUITION IS NOT RECEIVED OR PAYMENTS ARE NOT ARRANGED THROUGH FACTS MANAGEMENT BY JULY 1, 2017, YOUR CHILD'S POSITION WILL BE FORFEITED AND YOUR TUITION DEPOSIT, ENROLLMENT FEE AND ACTIVITY FEE WILL NOT BE REFUNDED.

_____ Initial by parent/guardian

TUITION DISCOUNT: Families with two or more children enrolled at Oak Hall Episcopal School at the same time may receive a 10% discount on the second child, 20% discount on the third child, 30% discount on the fourth child, 40% discount on the fifth child, and 50% discount on subsequent children. These discounts do not apply to families receiving financial assistance.

FINANCIAL OBLIGATION: In the event that a student is withdrawn after July 1, the parent/guardian is liable for 50% of the total annual tuition, or 100% of the remaining year's tuition (from the date of withdrawal to the end of the school year), whichever is less. However, if there are extenuating circumstances, the family may petition the Finance Committee for a partial refund. The decision of whether to grant a refund or partial refund is within the sole discretion of the Finance Committee. The decision of the Finance Committee is final, and you agree that you shall have no right to challenge or appeal the Finance Committee's decision. In the event of a default, the parent/guardian agrees to be responsible for attorney's fees incurred by the School.

THIS THREE-PAGE FORM must be completed and returned to the business office before enrollment can be finalized and your child's place secured. If you are a new student, this form must be accompanied with the tuition deposit. By initialing below, you understand that if tuition is not received or payments have not been arranged through FACTS Management by July 1, 2017, your child's position will be forfeited and the enrollment fee, tuition deposit, and activity fee will not be refunded. _____ Initial by parent/guardian

Oak Hall Episcopal School reserves the right of dismissal. Any pupil who fails to cooperate, or whose parents or guardians fail to cooperate, may be asked to withdraw. By signing below, you and your student(s) agree to comply with the rules and regulations of the School, as set forth in its official publications, and as may be adopted by the School during the year.

Oak Hall Episcopal School admits applicants without discrimination in favor of, or against, any child on the basis of race, color, national or ethnic origin. As noted in the Oak Hall Episcopal School admissions policy, priority may be given to Episcopalian applicants and/or the children or grandchildren of Episcopalian applicants, and/or legacy applicants, as permitted by applicable law. OHES's policy against discrimination also applies once students have been admitted.

Students and parents are also prohibited from engaging in any discriminatory actions or making discriminatory or derogatory comments while on School grounds, while attending any School function or event, and at any time in which said student or parent is representing Oak Hall Episcopal School in any capacity.

The undersigned agrees to reimburse Oak Hall Episcopal School for any damage to the school premises caused by the above pupil or said pupil's invitees, and to defend, indemnify, and hold OHES harmless for any injury to other person(s) caused by the above pupil or said pupil's invitees. The undersigned agrees to hold Oak Hall Episcopal School, its trustees, agents, officers, and employees harmless (unless gross negligence is involved) for any accident involving the above named pupil, members of his/her family or their invitee(s).

Parents understand that in signing this, they agree on behalf of the pupil and all parents and guardians of the pupil to accept the rules, regulations, and procedures of the School, now existing or as they may be changed by the School. By signing this, parents also provide permission to:

- Use, in whole or in part, photographs, videos, written extractions, and voice recordings of the pupil for internal and external communications, including but not limited to the School's website, advertisements, or brochures;
- Attend any School-sponsored field trip that is offered;
- Participate in the sacraments of the Christian Church particularly that of the Holy Communion, as administered by the Episcopal Church, which is open to all baptized persons. Thus, during School's services of Holy Communion, all who are baptized are invited to receive Communion. Those students not desiring to receive Communion are instructed to come forward and receive a non-Trinitarian blessing; and,
- Unless otherwise indicated in writing, the pupil for whom this enrollment agreement is made will be considered capable of full participation in the physical education and sports appropriate to his/her grade level.

This form signed by the parents/Guardians and approved by the proper Oak Hall Episcopal School authority constitutes the contract between the parents/guardians and the School. Parents understand that all parents/guardians of the Pupil who have the right to make decisions regarding the Pupil's education shall be jointly and severally responsible for this financial obligation. The undersigned Parents/Guardians represent to the School that the undersigned Parents/Guardians constitute all of the parents/guardians of the Pupil who have the right to make decisions regarding the Pupil's education.

X _____
(Signature of parent/guardian or person financially responsible)

Date

X _____
(Signature of parent/guardian or person financially responsible)

Date

X _____
(Signature of Headmaster)

Date

**AUTHORIZATION FOR MEDICAL CARE OF A MINOR
2017-2018**

I, _____, the undersigned parent or person
(Please print name)

having legal custody or the legal guardian of _____
(Minor's name)

DO HEREBY AUTHORIZE AN ADULT REPRESENTATIVE OF OAK HALL EPISCOPAL SCHOOL, 2815 NORTH MOUNT WASHINGTON ROAD, ARDMORE, OKLAHOMA, 73401, to consent to any x-ray examination, anesthetic, medical, surgical, or dental diagnosis or treatment and hospital care to be rendered to the above named minor under general or special supervision and upon the advice of a physician, surgeon, or dentist licensed under the laws of the state of Oklahoma.

IN GIVING THIS CONSENT, I RECOGNIZE AND UNDERSTAND that in situations where the above named minor requires immediate medical or hospital care, it may not be possible to contact me and that in such situations, I will not be able to knowledgeably evaluate and choose among the available alternative treatments or procedures, if any, or evaluate the risks pursuant to each situation. I authorize a physician, surgeon or dentist to exercise his professional judgment and assess the risks incident to and choose the necessary treatment from any available alternatives and to render such care and perform such treatment as he in his professional judgment determines to be necessary for the health or safety of the above named minor.

Date: _____
(Signature of parent, person having legal custody or legal guardian)

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Office Phone: _____

TREATMENT INFORMATION

Minor's Birthdate: _____

Minor's Doctor/Phone: _____

Minor's Allergies: _____

Medications minor is currently taking: _____

Date of minor's last Tetanus shot: _____

Minor's Medical History: _____

Tylenol Form 2017-2018

Please check the appropriate line(s) and sign below.

_____ I give permission for Oak Hall staff to give my child one dose of Tylenol appropriate for his/her age and weight if deemed necessary. *The child's teacher or office staff member will make an attempt to contact parent/guardian prior to administering medicine. By giving permission, you are stating that it is alright to administer one dose if you cannot be reached.*

_____ Never give my child Tylenol without my consent.

Child's name _____

Parent/ Guardian Signature _____ Date _____

Daily Medication

My child requires medication each day during school hours. I will supply the school office with said medication, in its original container, clearly marked with my child's name and proper dosage.

Name of medication _____ Dosage _____

Time medication is to be administered _____

Other instructions _____

I will notify school immediately if any change is necessary in the dosage, time or necessity of medication.

Parent/ Guardian Signature _____ Date _____

Occasional Medication

Please note that if your child requires any medication during school hours on an occasional basis (i.e. completion of antibiotic after illness, cough syrup, etc.) a written note with instructions must be given, along with the medication, to office personnel upon arrival at school. Medications are not allowed to be kept in classrooms.

**Extended Day
2017-2018**

Please read carefully, mark appropriate line, and sign below.

Extended Day is our after school program for students who must remain on campus after hours. The cost of the program is \$100 per month for regular students and \$15 per day for drop-ins. Extended Day ends at 5:30 each day. *Please note that there is a late charge of \$15 for every 15 minutes, or part thereof, after 5:30.*

_____ Please reserve a place for my child in the Extended Day program at Oak Hall. He/she will attend on a regular basis and I understand that by signing below, I am committing to pay \$100 per month, *at the beginning of the month, August through May*, per child for placement in the program.

Child's Name

Child's Name

Child's Name

Parent's Signature

Date

_____ I may require my child to go to Extended Day on an occasional basis. I understand that I will be billed at the end of the month for any days that my child stays (\$15 per day per child) due and payable on receipt.

Child's Name

Child's Name

Child's Name

Parent's Signature

Date

Oak Hall Episcopal School
2017-2018
Field Trip Agreement

Dear Field Trip Driver or Volunteer,

We would like to take this opportunity to thank you for being a volunteer field trip driver. Students learn a great deal when they are given the opportunity to visit sites off-campus. This agreement will serve as a reminder about Oak Hall's field trip rules.

Rules Regarding Field Trips:

1. All volunteers must provide a copy of their driver's license and proof of insurance. These will be kept on file in the office.
2. Drivers agree to keep students seated and use seatbelts at all time with no child under 12 years of age transported in the front seat.
3. Drivers must adhere to the predetermined route of travel.
4. Drivers agree to stop only in case of emergency. Drivers are not permitted to stop for refreshments, stop at a private residence, or make any other unplanned stops. It is unfair for one group of students to stop for treats when others do not. All cars should arrive to and from the location at approximately the same time.
5. Drivers will transport only those students assigned to them.
6. Drivers agree not to bring any siblings on field trips. This compromises the supervision provided to our students.
7. Drivers understand that smoking is prohibited while transporting children or while they are in their care.

I agree to abide by the rules stated above when transporting Oak Hall students on field trips.

Volunteer Signature

Date

Thank you for your understanding regarding these rules. They are for the safety of our students.

Oak Hall Episcopal School

REQUEST FOR RECORDS

To: The Principal or Registrar of

From: Dr. Ken Willy, Headmaster

Please send complete records (including transcripts, tests, health information, and any other special education files/documentation if applicable) for

Who has enrolled in the _____ grade class. (Birthdate _____)

We would appreciate records to include all grades/information to the date of student's withdrawal from your school. Please do not fax, submit to:

**Attention: Kristin Littlefield
Oak Hall Episcopal School
2815 Mt. Washington Road
Ardmore, OK 73401**

Permission for the release of these records given by:

Parent/Guardian

Date