

April 21, 2010

Dear Explorer West Middle School Families,

If you are new to the school, I want to extend your family a very warm welcome to our community. We are so happy to have you join us. Our faculty and staff are excited to get to know you and we will try to answer your questions during the **New Family Orientation scheduled from 10am until noon on Tuesday, September 7<sup>th</sup>**.

In the meantime, I would like you all to know that my door is always open to parents, students, alumni, friends and the community. Please feel free to drop in or make an appointment if you would like a more formal meeting time. You can always call me at 206.935.0495 at the Explorer West office or send me an email at [evanh@explorerwest.org](mailto:evanh@explorerwest.org).

Please review and complete the following required forms by the required due dates. Because of the Outdoor Education element of our program, your child's physician must sign off on a **Physical Examination Form each school year in order for your student to participate in school activities**. (We realize your medical insurance may only allow one physical exam every 24 months; the Physical Exam Form still needs to be signed by the doctor for each applicable school year.)

If necessary, contact your child's physician immediately to either (a) schedule an appointment if necessary or (b) obtain the doctor's signature based on the findings of your child's most recent exam. At the same time, please submit the **Certificate of Immunization Form** and the **Administration of Oral Medication at School Form**.

Please return the remaining forms as soon as possible. *\*Note: some forms require both parents' signatures.* The forms and their due date are listed below.

The 2009-2010 school year has been a super year and we can't wait to make next year even better!

<b>REQUIRED FORMS</b>	<b>DUE DATE</b>	<b>SENT ✓</b>
Emergency Data and Release Form*	Wed, May 19	
Field Trip and School Program Permission Form*	Wed, May 19	
Outdoor Education Program/Release of Liability and Indemnification Agreement*	Wed, May 19	
Concussion Information Sheet and Acknowledgement Form	Wed, May 19	
Physical Examination	Fri, Aug. 20	
Certificate of Immunization Status	Fri, Aug. 20	
Authorization for Administration of Oral Medication at School	Fri, Aug. 20	

Sincerely,

Evan Hundley  
Head of School