



Dormitory Documentation Timeline Domestic Student

This timeline shows parents what to complete each month for dormitory student medical records and documentation. Items on this timeline must be completed by **August 1**. We ask parents to follow the timeline below so that we can offer the best service to you and your family. You can stay up to date on communication and tools needed for your family via the [Dormitory Portal](#) throughout your time here at St. Croix.

Note: Mrs. Julian works limited summer hours and will be gone mid-June to mid-July. Please look over these items now, so that you may ask questions before summer break.

<p style="text-align: center;">April or May</p> <p style="text-align: center;">Location - At School</p>	<ul style="list-style-type: none"> - Enter summer flight information on the Transportation Form by May 1. - Schedule appointments for summer months at home. See links (red text) for needed forms to complete. <ul style="list-style-type: none"> - Health Physical Form <ul style="list-style-type: none"> - Every 3 years - Health Insurance Form <ul style="list-style-type: none"> - Every year
<p style="text-align: center;">June or July</p> <p style="text-align: center;">Location - At Home</p>	<ul style="list-style-type: none"> - Seniors: Academic records requests should be made through Mrs. Tess. Please email her for records if needed - ATess@StCroixLutheran.org. - Complete Health Physical at home. Upload completed form using the link above. - Complete routine dental work including possible removal of wisdom teeth. - Complete Medical Insurance purchase. Upload information using the link above. - Email Mrs. Julian significant changes in health or medication.

<p style="text-align: center;">August Location - At Home</p>	<ul style="list-style-type: none">- All medical and documentation forms above are submitted by August 1. Please reference our one year calendar.- Flight information (to Transportation Form) is due August 1.- Begin packing.
<p style="text-align: center;">December Location - Home</p>	<ul style="list-style-type: none">- Upload a new insurance card if your plan has changed or ends at the end of the calendar year<ul style="list-style-type: none">- Health Insurance Form.