

# REQUIRED DOCUMENTS

## PHYSICALS

*Even if you are a previous camper, a new physical is required every summer.*

Norfolk Academy is requesting that parents upload a copy of their child's Physical based on the following criteria:

- Your child is **NOT A CURRENT** Norfolk Academy Student

## PHYSICALS ARE DUE BY MAY 15TH

Physical forms can be found in Campwise, and at [www.norfolkacademy.org/summer](http://www.norfolkacademy.org/summer) under "what forms are needed for registration".

When uploading your child's birth certificate, the following file types are accepted: PDF, Doc, or Docx. You will not be able to just upload a picture of the child's physical. If you **DO NOT** have access to Word Document, follow the instructions below where you will create a Google Account (Free) and Use Google Docs.

1. Take a picture of all of the pages for your child's physical OR scan the child's physical onto your device.
2. Open up a web browser and go to <https://www.google.com>
3. In the upper right-hand corner of your screen, click on **Sign In**.
4. If you have a Google Account, **Sign in**.

- If you do not have a Google Account:

5. After successful login, click on the **Google Apps icon**.



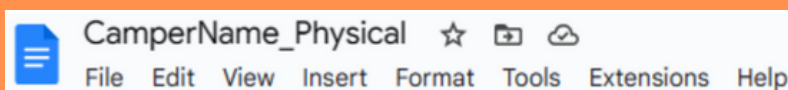
6. Scroll down and click on the Docs icon



7. Click on **Blank Document**.

8. Insert your child's birth certificate on the document.

9. Change the name of the document at the top.



10. Click on **File> Download> Select File Type** (PDF, Doc, or Docx)

11. Save the file onto your device.

## **DOWNLOADING & UPLOADING FORMS INSTRUCTIONS**

1. Log into the **Online Registration Portal** for Norfolk Academy

2. Click on **Update Info/Complete Registration** button next to your child's name.

3. Click on the **Forms** tile.

4. To **Download Forms**, click on the **Download Forms Tab> Download** button for the form you wish to download.

5. To **Upload Forms**, click on the **Upload Forms** tab.

6. Select the form you wish to upload in the dropdown menu.

7. Click on **Choose File** and select the file you wish to upload from your device.

8. Click on **Upload** button after you have selected your file.

9. Repeat **Steps 6-8** for other forms you wish to upload.

# BIRTH CERTIFICATES

## NORFOLK ACADEMY BIRTH CERTIFICATE INFORMATION AND INSTRUCTIONS

Norfolk Academy is requesting that parents upload a copy of their child's birth certificate based on the following criteria:

- This is the child's **FIRST TIME** attending Summer at Norfolk Academy.
- Your child is **NOT A CURRENT** Norfolk Academy Student.

**BIRTH CERTIFICATES ARE DUE BY MAY 15TH**

### UPLOADING FORMS INFORMATION

When uploading your child's birth certificate, the following file types are accepted: PDF, Doc, or Docx. You will not be able to just upload a picture of the child's birth certificate. If you **DO NOT** have access to Word Document, follow the instructions below where you will create a Google Account (Free) and Use Google Docs.

1. Take a picture of the child's birth certificate OR scan the child's birth certificate onto your device.
2. Open up a web browser and go to <https://www.google.com>
3. In the upper right-hand corner of your screen, click on **Sign In**.
4. If you have a Google Account, sign in.
  - If you do not have a Google Account:
    - i. Click on **Use Another Account**
    - ii. Click on the blue **Create Account** text and create a Google Account.



5. After successful login, click on the **Google Apps** icon.

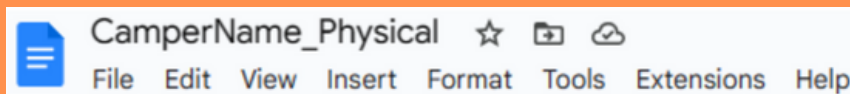
6. Scroll down and click on the **Docs** icon



7. Click on **Blank Document**.

8. Insert your child's birth certificate on the document.

9. Change the name of the document at the top.



10. Click on **File> Download> Select File Type** (PDF, Doc, or Docx)

11. Save the file onto your device.

## **DOWNLOADING & UPLOADING FORMS INSTRUCTIONS**

1. Log into the **Online Registration Portal** for Norfolk Academy

2. Click on **Update Info/Complete Registration** button next to your child's name.

3. Click on the **Forms** tile.

4. To **Download Forms**, click on the **Download Forms Tab> Download** button for the form you wish to download.

5. To **Upload Forms**, click on the **Upload Forms** tab.

6. Select the form you wish to upload in the dropdown menu.

7. Click on **Choose File** and select the file you wish to upload from your device.

8. Click on **Upload** button after you have selected your file.

9. Repeat **Steps 6-8** for other forms you wish to upload.