



## 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.*

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| <b>May</b>                                | <ul style="list-style-type: none"><li>- Review our dormitory <a href="#">Medical Care</a> policy so you know what to prepare this summer.</li><li>- Schedule appointments for summer months at home. See links (red text) for needed forms to complete.<ul style="list-style-type: none"><li>- <a href="#">Health Physical Form</a><ul style="list-style-type: none"><li>- Every 3 years</li></ul></li><li>- <a href="#">Health Insurance Form</a><ul style="list-style-type: none"><li>- Every year</li></ul></li><li>- If needed, complete <a href="#">Health Physical</a> at home. Please return forms to SCLA. You may upload, return in person, or email to <a href="mailto:Admissions@StCroixLutheran.org">Admissions@StCroixLutheran.org</a>."</li><li>- The Physical must include an up-to-date <a href="#">Immunization Record</a>.</li></ul></li></ul> |
| <b>June or July</b><br>Location - At Home | <ul style="list-style-type: none"><li>- Seniors: Academic records requests should be made through Mrs. Tess. Please email her for records if needed - <a href="mailto:ATess@StCroixLutheran.org">ATess@StCroixLutheran.org</a>.</li><li>- Complete <a href="#">Health Physical</a> at home.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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|                                             | <p>Please return forms to SCLA. You may upload, return in person, or email to <a href="mailto:Admissions@StCroixLutheran.org">Admissions@StCroixLutheran.org</a>.</p> <ul style="list-style-type: none"> <li>- The Physical must include an up-to-date <b>Immunization Record</b>.</li> <li>- Complete routine dental work including possible removal of wisdom teeth.</li> <li>- Complete <b>Medical Insurance</b> purchase. Upload information using the link above.</li> <li>- Email Mrs. Julian significant changes in health or medication.</li> </ul> |
| <p><b>August</b><br/>Location - At Home</p> | <ul style="list-style-type: none"> <li>- <b>All medical and documentation forms above are submitted by August 1.</b> Please reference our <b>one year calendar</b>.</li> <li>- Flight information (to <b>Transportation Form</b>) is due <b>August 1</b>.</li> <li>- Begin <b>packing</b>.</li> </ul>                                                                                                                                                                                                                                                       |
| <p><b>December</b><br/>Location - Home</p>  | <ul style="list-style-type: none"> <li>- Upload a copy of your child's health insurance card on our <b>Health Insurance Form</b>.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                |