
Elementary School Enrollment Checklist



Please complete the following items as part of new student enrollment process.

You may have done some of them in advance; if so, there is no need to do them again.

▶ **Health Forms**

Doctor completed: [Student Physical Examination Form](#)

Annual parent completed: [Student Medical History & Permissions](#)

Immunization Record

After the above three items are completed, please upload [here](#). If any concerns, please contact health.office@concordiashanghai.org.

▶ Please complete and submit the [Concordia Enrollment Agreement](#) prior to the start of the school year.

▶ **Concordia ID Card**

Please submit the student's and parents' photos with a clear background [here](#) for making Concordia ID card.

▶ **Government-Mandated Documents (Passport, Visa, etc.)**

Admissions office will send you the link to upload required documents.

▶ **School Contact Data Verification**

Admissions office will send the information for you to verify.

▶ **Lunch Funds**

Please check the instructions for [Lunch Card Funds](#) to add money to Concordia ID card. It might take a few days for you to receive the account and password.

▶ **School Uniforms**

Please check the [School Uniform Purchasing](#) instructions.

*Elementary school students can only wear the Navy color for the shorts and pants. PE uniform is not required.

▶ **Class Placement and Campus Access Document Verification email will be sent by Elementary School Office.**

▶ **School Bus (Optional)**

If school bus service is needed, please contact our transportation officer Lena Lin at lena.lin@concordiashanghai.org