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|  | Program | 2024 Summer College Readiness Program |
| From: | Office of Student Affairs |
| Re: | Forms Checklist |

In order to be prepared for your arrival, there is a range of information that the College needs from you. Some of these forms are required, and some are optional.

Please take a moment to review this checklist, and the forms available for electronic submission at: <https://www.landmark.edu/summer/summer-college-readiness-program>

## Required Forms

* General Release and Acknowledgement of Consent
  + [For students 18 or older](https://na1.foxitesign.foxit.com/onlineforms/fillOnlineForm?encformnumber=vaojnNI1a7yQAy087TZkWA%3D%3D&type=link)
  + [For students under 18](https://na1.foxitesign.foxit.com/onlineforms/fillOnlineForm?encformnumber=nBzwFg4CbxOWS2X4SilR5Q%3D%3D&type=link) (requires a parent signature)
* [Enrollment Information & Billing Statement](http://www.landmark.edu/uploads/pages/doc/College_Readiness_Enrollment_Information_and_Billing_Statement_(2024).docx)
* [Health History Instructions](http://www.landmark.edu/uploads/pages/doc/Instructions_for_Health_Services_OnBoarding_Page_in_the_Student_Portal.pdf)
  + [Tuberculosis Screening](http://www.landmark.edu/uploads/pages/doc/College_Readiness_Tuberculosis_Screening_2024_1.pdf) – This document provides you with information about what you’ll be asked to provide once your online medical profile has been set up by Landmark College’s Health and Wellness.
  + [Immunization Record](http://www.landmark.edu/uploads/pages/doc/Summer_College_Readiness_Immunization_History_Entry_Instructions_1.docx) – This document provides you with information about what you’ll be asked to provide once your online medical profile has been set up by Landmark College’s Health and Wellness.
* [Technology Check-in](https://landmarkcollege-my.sharepoint.com/personal/danjenkins_landmark_edu/Documents/Desktop/Summer Programs/2024/Readiness/College Readiness Onboarding Forms/landmarkstudentaffairs.wufoo.com/forms/z1idje091xy15fb/) - The Technical Support group needs to collect your device information before you arrive on campus. This will allow us to provide instructions for getting your devices ready to connect to the Landmark College Network.
* [Housing Instructions](https://landmarkstudentaffairs.wufoo.com/forms/z11s6mjy1yufpny/) – Housing Assignments will be issued upon arriving on campus. Questions about the application can be sent to [housing@landmark.edu](mailto:housing@landmark.edu). (Please specify that your question is for the 2024 Summer Readiness Program).
* [Send us your photo for your Student ID](https://landmarkstudentaffairs.wufoo.com/forms/zdwqt02084rd0z/) - submit a photo for your student ID prior to registration. Submitting this photo ahead of time will reduce the amount of time you will spend in line on registration day.

## Optional Forms:

* [Campus Card Account Application](https://na1.foxitesign.foxit.com/onlineforms/fillOnlineForm?encformnumber=OtrkvGwrhcuNcM50XkhQmg%3D%3D&type=link)
* [Consent to Release Educational Information](https://na1.foxitesign.foxit.com/onlineforms/fillOnlineForm?encformnumber=6dsIEe8mgc48X1xYdEBw7w%3D%3D&type=link) - The College seeks your permission to obtain information about your academic progress at institutions you attend after Landmark College.
* [Authorization to Release Student Account and Education Information (FERPA Release)](https://na1.foxitesign.foxit.com/onlineforms/fillOnlineForm?encformnumber=%2B9gitZL0JncbqQljwATCXQ%3D%3D&type=link) - As allowed by federal regulations (the Family Educational Rights & Privacy Act - FERPA), Landmark College releases information contained in a student's educational record to a student's parents/guardians (both custodial and non-custodial) if the student is claimed as a dependent on the parent/guardian's Federal Income Tax Return. In addition, a student may elect to have the information contained in their educational record shared with persons of their choice (for example: parents who don't claim the student as a dependent, grandparents, tuition contributors, etc.).
* Reservations for Airport Shuttle transportation. The cost is $85.00 each way.
  + - [Program Arrival Shuttle for Saturday, July 13 from Boston/Logan, or Bradley International Airports.](https://landmarkstudentaffairs.wufoo.com/forms/z14wg9nz1u9xroe/)
    - [Program Departure Shuttle for Saturday, July 27 to Boston/Logan, or Bradley International Airports.](https://landmarkstudentaffairs.wufoo.com/forms/z1b251yh0xenbi3/)

## Please visit https://www.landmark.edu/summer/summer-college-readiness-program

## to review and electronically submit all required forms as soon as possible but no later than July 1, 2024.