

ENROLLMENT PACKAGE

School Year 2010 - 2011

Please find attached forms that are required at In-Processing.

The forms are to be filled out, signed, and returned
as soon as possible.

THANK YOU

NEW YORK MILITARY ACADEMY

ENROLLMENT PACKET INDEX

New York Military Academy (845) 534-3710

ADMISSIONS DEPARTMENT - EXTENSIONS—4279,4259, OR 4249

FORM

SUBJECT

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(AA = Authorization and Agreement)

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ATHLETIC AUTHORIZATION

CADET'S NAME _____ (Print - Last, First, M

DATE OF BIRTH _____ (Year, Month, Day)

1. I/we hereby permit my/our cadet to participate in the **INTERSCHOLASTIC SPORT** indicated below. It is agreed that my/our cadet will not participate in any **SPORT** I have not **INITIALED**. My/Our cadet and I/we agree to abide by all **Rules and Regulations** promulgated by **NYMA** governing any individual sport or the athletic program taken as a whole.
2. I/we further agree that the Academy, or any employee of the Academy, will not be responsible for accidents or injuries or payment of any medical bills resulting from injuries. All medical expenses not covered by my/our insurance are my/our personal responsibility.
3. I/we have indicated, by initialing next to the appropriate sport, the sport that my/our cadet may play each season.

(Note: Not all of these sports/activities may be offered in any given year.)

SPORT	INITIALS	SPORT	INITIALS	SPORT	INITIALS
Baseball		Golf		Swimming	
Basketball		Lacrosse		Tennis	
Cross Country		Soccer		Ultimate Frisbee	
Equestrian		Softball		Volleyball	
Football				Wrestling	

Cadet Signature/Date

Parent /Guardian Signature

Date

BARRACKS AND/OR CAMPUS DAMAGE AGREEMENT

CADET'S NAME _____ **(Print - Last, First, MI)**

1. New York Military Academy prides itself in providing a structured environment where young people learn self-discipline, respect for others and their property, respect for oneself, and the leadership skills needed to encourage others to develop the same aforementioned qualities.
2. The Academy does not tolerate cadet behavior that causes damage to fellow cadet's personal property, or Academy property. On occasion, a cadet may intentionally or unintentionally cause damage to their room, to common areas of their barracks, or to other areas of the Academy. Intentional damage or destruction of personal property is **VANDALISM**, which is punishable as a Class I Offense, and/or the **LAW**.
3. Cadets are financially responsible for damages. When Academy property is reported damaged, an investigation will be conducted by the Commandant's Staff to clarify how the damage occurred and who is responsible. Based on the investigation, the cost of repairs will be the burden of the Academy or the cadet(s) involved. Specifics are:

DAMAGE, LOSS, AND/OR VANDALISM	
INDIVIDUAL CADET(S) DAMAGE.	Damage, loss, or vandalism, which has been determined to be the responsibility of a specific cadet or cadets, will be charged to the responsible party, and will not be divided amongst any other cadets.
BARRACKS DAMAGE.	Damage, loss, or vandalism, which occurs in or around a barracks building is the responsibility of an individual cadet(s) when identified. This includes all barracks rooms, the furniture, and all fixtures. Common areas include hallways, bathrooms and fixtures, stairs, and windows. When the Commandant has exhausted all means of identifying the guilty cadet (s), then the burden of costs to repair/replace the item (s) will be evenly distributed to all cadets assigned to the barracks.
ACADEMY WIDE DAMAGE.	Damage, loss, or vandalism, which does not include the barracks. Examples are the various academic buildings, the Cadet Activity Center, Gyms, Faculty Housing, and the Academy grounds. When the Commandant has exhausted all means of identifying the guilty cadet(s), then the burden of costs to repair/replace the item(s) will be evenly distributed to the Corps of Cadets.

Continuation

BARRACKS AND/OR CAMPUS DAMAGE AGREEMENT

MEMORANDUM OF UNDERSTANDING

As the parents / guardian of Cadet _____,

I/We have read, understand and accept the Barracks and/or Campus Damage Agreement for New York Military Academy and I/We will support the aforementioned policy as depicted on page 2 in every way possible.

I/We understand that a lack of support on my / our part cripples the Academy's efforts and lessens the opportunities for my cadet's success.

I/We understand, as stated in the enrollment contract, that tuition and fees will not be reduced or abated because of early withdrawal or dismissal.

I/We also understand that New York Military Academy will not release any records until all accounts are settled.

Accepted on this _____ day of _____ 201__

*Name _____ Name _____
(Print) (Print)*

Signature _____ Signature _____

Relationship to the cadet _____

RELIGIOUS PREFERENCE AUTHORIZATION

CADET'S NAME _____ **(Print - Last, First, MI)**

1. The Academy recognizes the wealth of different views and beliefs that is a part of our diverse multi-cultural community. Cadets are required to either attend services on Sunday at our Chapel, or to attend religious services off campus. If you elect to have your cadet excluded from Chapel services on Sunday, than your cadet will attend Character Development on Sunday. **Character Development is non-sectarian, and non-denominational classes**

2. If it is your desire to continue religious instruction while at the Academy, we would recommend that all religious instruction take place at your place of worship. If this cannot be accomplished, then the Academy Chaplain will be notified in writing regarding your specific request.

3. If the need arises to conduct a religious ceremony, the Academy must be notified of the request in writing. Special off-campus religious ceremonies or events are sent to the Commandant of Cadets and are handled on a case by case basis with a Pass, Leave, or Furlough request. The Academy will also reasonably attempt, when requested, to accommodate other religious services in the local community. This transportation service will be charged to your cadet's account through the Business Office.

4. All questions should be directed to the Commandant. Please indicate below one religious preference that your cadet will be authorized to attend.

RELIGIOUS PREFERENCE (Listed in Alphabetical Order)			
Preference	Yes	No	Remarks (If desired)
Buddhist			
Catholic			
Jewish			
Muslim			
Protestant			
OTHER			
CHARACTER DEVELOPMENT			
BIBLE STUDY			

I allow my cadet to choose which of the above services
 he/she wants to participate in
 () YES or () NO.

Continuation

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RELIGIOUS SERVICE POLICY

MEMORANDUM OF UNDERSTANDING

As the parents / guardian of Cadet _____,

I/We have read, understand and accept the Religious Service Policy for New York Military Academy and I/We will support the aforementioned policy as depicted on page 4 in every way possible.

I/We understand that a lack of support on my /our part cripples the Academy's efforts and lessens the opportunities for my cadet's success.

Accepted on this _____ day of _____ 201__

Name _____ Name _____
(Print) (Print)

Signature _____ Signature _____

Relationship to the cadet _____

POLICY AND PHILOSOPHY OF EDUCATION AND DISCIPLINE

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CADET'S NAME _____ (Print - Last, First, MI)

1. The Academy is a co-educational secondary school with a U.S. Army, Junior Reserve Officer Training Corps. For over one-hundred years the Academy has serviced families from around the world, and it is recognized as an institution that has made a significant difference in the lives of young men and women. The catalysts for changing young lives come from: small academic classes, a caring faculty and staff, and a firm but fair and consistent disciplinary system.
2. You are sending your cadet to the Academy to receive an education. That, of course, is the purpose of its existence. As an academic institution, every opportunity for success is provided: small classes, a caring faculty and staff, and mandatory evening study sessions for struggling students. Cadets must avail themselves to these programs and, when that is done, there is success.
3. To provide a proper environment and to create the appropriate climate for learning, our first priority is to provide a safe, secure environment for cadets in which to live, learn, and grow. To accomplish this we have established a fair, firm, and consistent disciplinary system designed to demonstrate that there are consequences for all decisions and actions. To that end, the following are policies which clearly outline our expectations for cadets and their families. **(It is only in conjunction with families that our programs work.)** It is imperative that you study, understand, and support the Academy's Rules and Regulations, and the following concepts:
 - No one but the cadet is responsible for their actions and the results of those actions.
 - We abhor violence. There will be zero tolerance level for any act of violence.
 - We will not tolerate the use or possession of drugs and alcohol.
 - We will not tolerate the use or possession of any weapon.
 - We will not tolerate thefts from fellow cadets, the Academy, or the community.
 - We will not tolerate illicit sexual relations between cadets.
 - Every cadet admitted can learn. No cadet has the right to prevent another's learning. Disrespect in the classroom, avoidance of an academic activity or classroom disruption is not tolerated.
 - We operate a tobacco-free campus.
 - If a cadet refuses to follow direct personal instruction from an adult at the Academy, you must make arrangements to pick up your cadet until the cadet is willing to comply.
4. Parents, we must insist on your support of the following very critical points:
 - That you do not knowingly assist your cadet in violating Academy policies.
 - That you support the Academy in enforcing restriction policies.
 - That you respect academic, disciplinary, military, and athletic time and schedules, and limit your cadet's time away from the Academy.
5. The partnership of parents and the Academy is essential. If you have any concerns or recommendations, please give me a call. Our partnership is what makes New York Military Academy the premiere school it is and must remain.

Respectfully,

Jeffrey E. Coverdale
Major (Ret) USAR
Superintendent

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Continuation

**ACCEPTANCE OF AND AGREEMENT TO THE POLICY AND
PHILOSOPHY OF EDUCATION AND DISCIPLINE**

MEMORANDUM OF UNDERSTANDING

As the parents / guardian of Cadet _____,

I/We have read, understand and accept the POLICY AND PHILOSOPHY OF EDUCATION AND DISCIPLINE for New York Military Academy and I/We will support the aforementioned policy as depicted on page 6 in every way possible.

I/We understand that a lack of support on my / our part cripples the Academy's efforts and lessens the opportunities for my cadet's success.

I/We understand, as stated in the enrollment contract, that tuition and fees will not be reduced or abated because of early withdrawal or dismissal.

I/We also understand that New York Military Academy will not release any records until all accounts are settled.

Accepted on this _____ day of _____ 201__

Name _____ Name _____
(Print) (Print)

Signature _____ Signature _____

Relationship to the cadet _____

FURLOUGH, LEAVE, AND PASS AUTHORIZATION

CADET'S NAME _____ (Print - Last, First, MI)

1. The Academy has been selected by you so your cadet can be developed into an academically sound, responsible young adult. Our responsibility is to instruct and train cadets so that they will embrace those qualities that will enable them to become constructive, disciplined leaders and citizens. Paramount to the training is instilling a willingness in each cadet to follow rules and to accept responsibility for his or her actions.
2. We need your assistance; please help by not asking to have your cadet leave early and by ensuring that your cadet returns by 1830 (6:30 pm) normally on Sunday. On special weekends, the cadets will return on Monday by 1830 (6:30 pm).
3. Furlough and "open" weekend schedules, including departure and return times, are sent to all parents in the *Parents' Bulletin* and are shown in the School Year (SY) annual calendar. If you have doubts regarding these times, call the Commandant's Office. Cadets are also made aware of the return time for each weekend and furlough. If you feel that you must pick your cadet up earlier than the published departure time, please help us avoid a potentially embarrassing situation by calling the Com-

Furlough, Leave, and Pass Remarks and Restrictions

ABSENCES	REMARKS	RESTRICTIONS
Furlough	Furloughs are extended periods when all cadets MUST leave the Academy. All Academy facilities are CLOSED . Please refer to the Academy calendar for the specific Furlough dates and times. ITINERARIES MUST BE SUBMITTED 14 DAYS IN ADVANCE.	The Commandant of Cadets may authorize early departures and/or late returns. Cadets who have not secured authorization, and who depart early or return late, will be charged \$50.00 and assessed 10 Punishment Tours.
Leave	Weekend leaves are a privilege and not a right. Leave is normally overnight and may be authorized during "OPEN" and "SHORT" weekends. Requests must be in writing via U.S. Mail, EMAIL, FEDEX or FAX(845) 534-3710, ext. 4282 NLT Wednesday COB. Emergencies will be dealt with immediately, at anytime.	A cadet must be academically proficient (no D's or F's, not assigned to Saturday Study Hall, or on Academic Restriction) and militarily proficient (no Punishment Tours) to be authorized to leave. Cadets who have not secured authorization, and who depart early or return late, will be charged \$50.00 and assessed 10 Punishment Tours.
Pass	Passes are authorized in the towns of Cornwall-on-Hudson and Cornwall only. Cadets will be required to sign out and in, and visit town with another cadet or "buddy". The cadets may not visit town without a Cadet Corporal, or above, in charge. Female cadets always travel in pairs.	A cadet must be academically proficient (no D's or F's, not assigned to Saturday Study Hall, or on Academic Restriction) and militarily proficient (no Punishment Tours) to be authorized to leave the Academy on pass.

mandant, or the Deputy Commandant.

4. Please remember, your cadet, alone, is held responsible for departing from home early enough to make the sign-in time at the Academy. Missing a bus, train, or plane is not, by itself, a valid excuse for returning late. **Parents, please help NYMA; do not allow your cadet "to beat the system".**

Continuation
FURLOUGH, LEAVE, AND PASS AUTHORIZATION

MEMORANDUM OF UNDERSTANDING

1. The Academy reserves the right to “EXCUSE OR UNEXCUSE” your cadet for periods of absence. We no longer accept telephone calls for LEAVE. Our cadets must plan their time accordingly, and we will not wait until Friday, Saturday or Sunday to secure authorization.
2. Parents/ Guardian will never be turned down on a request for LEAVE, but your cadet will be held accountable for all periods of “UNEXCUSED” absences. Extended periods could adversely effect retention and academic grades.
3. Please look over and fill out, the table below: this sheet will assist the Commandant in maintaining strict accountability of your cadet:

PARENTAL ACKNOWLEDGEMENT of ABSENCE REMARKS		
PLEASE INITIAL		
	FURLOUGH	FURLOUGH - It is mandatory that all cadets leave the Academy by 1800 (6:00 pm) the date of furlough. Travel itineraries and transportation requests are due 14 days prior furlough. The Stewart/Newburgh airport is the primary airport we provide transportation to.
	LEAVE	LEAVE - Cadets in good standing are authorized to leave the Academy during authorized “Leave” periods. Leave must be requested in writing via U.S. Mail, Fed/Ex, or fax to the Commandant’s Office (845) 534-3710, ext. 4282, not later than Wednesday, 1800. E-mail may also be used by submitting it to: sashton@nyma.ouboces.org.
	PASS	PASS - Cadets in good standing are authorized to leave the Academy during authorized “Leave” periods. The period is during the daylight hours, locally in the Towns of Cornwall, and Cornwall-on-Hudson, and in groups of 4 Cadets. A Corporal, or above, will be in charge; female cadets travel in pairs. This authorization further includes Academy sponsored ‘Activities:’ Academic Field Trips where Academy Faculty/Staff are the Chaperone or Driver.
	ACADEMY RELATED FUNCTIONS	ACTIVITIES AND TRIPS - This authorization is necessary so that your cadet is authorized to attend Academy sponsored ‘Activities’ Academic Field Trips. It further authorizes Academy Faculty/Staff to act as Chaperone and/or Driver.
	EXCUSED ABSCENSES	COLLEGE VISITS - Written requests are mandatory. The Academy strongly recommends these visits be accomplished during scheduled “Furlough” periods. SENIORS ONLY are authorized three (3) periods of “Excused” Absences.

LEAVE, PASS AND TRAVEL AUTHORIZATION

1. I have read, understand and accept the school's policy on leave, pass and travel.
2. Weekend Leave Permission (choose one option):
 - a. _____ My Cadet requires my written permission before departing campus on open weekends with Academy approval.
 - b. _____ My Cadet may depart campus on open weekends with Academy approval, but only with one of the following adults:

Name	Phone#
------	--------

-
- | | |
|------|--------|
| Name | Phone# |
|------|--------|
- c. _____ My Cadet may depart campus on open weekends with Academy approval on his/her own without adult supervision. I accept full responsibility for my Cadet while he/she is off campus.

3. Local Pass Permission (choose one option):
 - a. _____ My Cadet may not depart campus on local pass without my specific written permission.
 - b. _____ My Cadet may depart campus on local pass with the following authorized adults or with staff/faculty on class trips, sporting events, trips to movies, malls etc.

Name	Phone#
------	--------

-
- | | |
|------|--------|
| Name | Phone# |
|------|--------|
- c. _____ My Cadet may go on local pass on his/her own without adult supervision.

4. Permission to use public transportation (choose one):
 - a. _____ My Cadet may not use public transportation (bus, taxi, train, plane) without my written permission.
 - b. _____ My Cadet is authorized to use public transportation without adult supervision. I accept full responsibility for my cadet while he/she is off campus.

 Signature of Parent/Guardian

Date

COMPREHENSIVE DRUG AND ALCOHOL CONTROL POLICY

CADET'S NAME _____ (Print - Last, First, MI)

1. It is the goal of New York Military Academy to provide a drug-free environment for our cadets, faculty, and staff. To this end, the Board of Trustees has approved the following Comprehensive Drug and Alcohol Control Policy. **Acceptance of this policy must be acknowledged by signing the Memorandum of Understanding.** Admission to the Academy is predicated upon your consent to this policy. Parents with religious objections to random or command directed illegal drug or alcohol testing must contact the Commandant.
2. These rules and policies are applicable to all cadets enrolled at New York Military Academy, regard less of time enrolled, ethnic origin, sex, religion, or rank:
 - a. Cadets will not possess or use alcohol or drugs while enrolled at New York Military Academy, on or off Academy grounds.
 - b. The Academy will conduct drug testing either on a random basis, or on a directed basis. If a cadet is suspected of drug use or possession, or when deemed necessary by Academy officials, a cadet will be required to participate in drug testing. Each week the Commandant's office may randomly select cadets to participate in drug testing. Cadet refusal to participate in random or directed drug testing is grounds for suspension or dismissal.
 - c. The Superintendent may decide in certain first offense alcohol or drug cases to send the cadet home for a one week suspension, in lieu of dismissal. The decision to suspend, rather than dismiss, will depend on the gravity of the offense, damage the offense has caused the Academy and other cadets, and the prior record of the cadet involved. **Incidents involving the sale, distribution, or inducement to use illegal substances will result in immediate dismissal and report to the police.**
 - d. If suspension is granted, the cadet must be immediately enrolled in the PIUS XII on campus program. If not enrolled within two weeks, the cadet may be suspended until he/she is enrolled in said program. The cadet will then return to the Academy on a strict disciplinary probation. Parents must accompany the cadet upon his/her return to meet with the Commandant to participate in and sign the necessary disciplinary probation and PIUS XII paperwork. **Failure to successfully complete the PIUS XII program may result in immediate dismissal.**
 - e. A second offense of alcohol or drug possession, or use, will result in immediate dismissal.
3. Responsibilities:
 - a. Cadets:
 - (1) Cadets will not use and/or possess alcohol or drugs, either on and or off campus.
 - (2) Cadets will not tolerate substance abuse and/or possession of illegal substances by other cadets.
 - (3) Cadets will, if involved with substance abuse, voluntarily enroll and participate in the PIUS XII program.
 - (4) Cadets will adopt and follow this policy while a member of the Corps of Cadets.
 - (5) Cadets will acknowledge receipt, understanding, and agreement to adhere to this policy by the signing of this document.

(6) Cadets will grant permission and authorize the Academy to take action as outlined in paragraph 3 above.

b. Parents/ Guardian:

- (1) Parents/Guardian will adopt and follow this policy, as outlined in paragraphs 1, 2, and 3.
- (2) Parents/Guardian will notify the Academy of any suspected substance abuse by their cadet or other cadets.
- (3) Parents/Guardian will support the Academy in the implementation of this policy.
- (4) Parents/Guardian will acknowledge receipt, understanding, and agreement to adhere to this policy by signing this document.
- (5) Parents/Guardian will grant permission and authorize the Academy to take actions as outlined in paragraph 2 above.

c. New York Military Academy (NYMA):

- (1) NYMA will provide necessary anti-drug/substance abuse educational courses.
- (2) NYMA will enforce this policy.
- (3) NYMA will coordinate with PIUS XII to conduct the on-campus program.

**ACCEPTANCE OF AND AGREEMENT WITH THE COMPREHENSIVE
DRUG AND ALCOHOL CONTROL POLICY**

As the parents / guardian of Cadet _____,

I/We have read, understand, and accept the above rules regarding the drug and alcohol policy for New York Military Academy, and I/We will support this policy in every way possible.

I/We understand that a lack of support on my / our part cripples the Academy's efforts and lessens the opportunities for my cadet's success.

I/We understand as stated in the enrollment contract, that tuition and fees will not be reduced or abated because of early withdrawal or dismissal.

I/We also understand that New York Military Academy will not release any records until all accounts are settled.

Accepted on this _____ day of _____ 201__

Name _____ Name _____
(Print) (Print)

Signature _____ Signature _____

Relationship to the Cadet _____

COMPREHENSIVE TOBACCO CONTROL POLICY

CADET'S NAME _____ **(Print - Last, First, MI)**

1. New York Military Academy is directed by the laws of the State of New York and the policy of the Board of Trustees to provide a smoke-free environment for our cadets, faculty, and staff.
2. This policy is applicable to all cadets enrolled at New York Military Academy. The policy will be applied equally to all cadets, regardless of time enrolled, ethnic origin, sex, religion, or rank.
 - a. Cadets will not possess or use tobacco or tobacco products.
 - b. Continued possession or use of tobacco products may warrant suspension or eventual dismissal from the Academy.
 - c. Cadets who get caught in a room where tobacco or smoke is detected are treated equally.

1ST through 5TH Offense	Commandant's Board/ Tobacco Cessation Class @ \$50.00 per session.
6TH through 9TH Offense	Commandant's Board
10TH Offense	Commandant's Board, and possible Dismissal.
Possession of Tobacco Products, Matches, or Lighters	Commandant's Board
Selling Tobacco Products	Commandant's Board/Report to Police
Providing Tobacco Products to other Cadets	Commandant's Board/ Report to Police, if under age cadet involved

3. Responsibilities:

a. Cadets:

- (1) Cadets will not use and/or possess tobacco. This applies on and off campus.
- (2) Cadets will not tolerate use and/or possession of tobacco substances by other cadets.
- (3) Cadets will, if involved with tobacco use, serve the punishment explained in the Cadet Manual.
- (4) Cadets will adopt and follow this policy while a member of the Corps of Cadets.
- (5) Cadets will acknowledge receipt, understanding, and agreement to adhere to this policy by signing the Memorandum of Understanding.

b. Parents/ Guardian:

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- (1) Parents/ Guardian will adopt and follow this policy.
- (2) Parents/ Guardian will notify the Academy of any suspected tobacco use by their cadet or other cadets.
- (3) Parents/ Guardian will acknowledge receipt, understanding and agreement of this policy by signing the Memorandum of Understanding.
- (4) Parents/ Guardian will authorize the Academy to take actions as outlined in the Cadet Manual.
- (5) Parents /Guardian, relatives and friends will refrain from smoking when on Academy grounds. Please set the example!

c. New York Military Academy (NYMA):

- (1) NYMA will enforce this policy.
- (2) NYMA will provide necessary anti-tobacco educational information.

ACCEPTANCE OF AND AGREEMENT WITH THE TOBACCO CONTROL POLICY

As the parents / guardian of Cadet _____,

I/We have read, understand and accept the above rules regarding the tobacco control policy for New York Military Academy and I/We will support this policy in every way possible.

I/We understand that a lack of support on my/our part cripples the Academy's efforts and lessens the opportunities for my cadet's success.

I/We understand as stated in the enrollment contract that tuition and fees will not be reduced or abated because of early withdrawal or dismissal.

I/We also understand that New York Military Academy will not release any records until all accounts are settled.

Accepted on this _____ day of _____ 201__

Name _____ Name _____
(Print) (Print)

Signature _____ Signature _____

Relationship to the cadet _____

SEARCH AND SEIZURE POLICY

CADET'S NAME _____ (Print - Last, First, MI)

1. In order to maintain good order and discipline on Academy property and at Academy related events, New York Military Academy has the right to perform physical searches of cadets to determine whether they pose a danger to themselves and others. Searches and, if necessary, seizures are required to maintain overall safety and security of cadets, faculty, and staff. The Superintendent and authorized staff members (TACs, DEPUTY COMMANDANT, COMMANDANT, FACULTY AND COACHES) may search a cadet's person, personal belongings, barracks room, footlocker and wall locker, desk, or other Academy property, or cadet automobile under the conditions described below.
2. No cadet may possess any illegal substance, object, weapon or contraband that constitutes a threat to the health, safety, or welfare of any person or persons on Academy property. Contraband is all substances or materials prohibited by Academy policy or state or federal law, including, but not limited to, controlled substances, drugs, alcoholic beverages, tobacco products, guns, knives, weapons, or incendiary devices such as fireworks. This prohibition includes toy guns, knives, etc. All prohibited items deemed to be illegal, illicit, disruptive, or a general nuisance to the educational process may be seized by staff. Storage, return, or destruction of such items shall be at the discretion of the Superintendent or his designate. The possession of illegal substances, contraband, and weapons will be reported to the police. Possession of any of these items may lead to immediate dismissal from the Academy.
3. To maintain overall Academy safety and security, NYMA has the right to perform random and blanket searches. Searches may be performed without notice, without consent and without a search warrant. Listed below are guidelines for specific types of searches:
 - a. **Personal Searches.** No search will be authorized without the express consent of the Superintendent or Deputy Superintendent. All personal searches will be performed in a manner that is respectful of the norms of decency and the emotional maturity of the cadet. The authorized staff member conducting the search will be the same sex, and the search will be conducted in private if possible, but with another staff member of the same sex witnessing the search. **Under no circumstances will a body cavity or strip search be performed by staff personnel.**
 - b. **Academy Property Searches.** All furnishings issued to a cadet are the property of NYMA and are subject to search and seizure at all times. Cadets are not permitted to lock or otherwise impede access to any locker except with a lock provided, at an additional cost, by the Academy. Unauthorized locks will be cut and destroyed.
 - c. **Vehicle Searches.** Day cadets are the only cadets permitted to drive on Academy property, and they do so as a matter of privilege, not a right. Permission to park on Academy property is granted only after the driver, the owner of the vehicle, and the cadet's parent or guardian has signed written consent to allow search of that vehicle upon the Academy's request. Authorized staff personnel may perform periodic patrols of parking lots and conduct exterior inspections of automobiles on Academy property. Interior searches of cadet vehicles can occur to determine if contraband or illegal materials are contained inside the vehicle. Refusal to allow access to a vehicle at the time of the search will be cause for terminating the privilege of driving to the Academy and parking on Academy property without further hearing.

ACCEPTANCE OF AND AGREEMENT WITH THE SEARCH AND SEIZURE POLICY

As the parent / guardian of Cadet _____,

I/We have read, understand and accept the above rules regarding the Search and Seizure Policy for New York Military Academy and I/We will support this policy in every way possible.

I/We understand that a lack of support on my/our part cripples the Academy's efforts and lessens the opportunities for my cadet's success.

I/We understand as stated in the enrollment contract that tuition and fees will not be reduced or abated because of early withdrawal or dismissal.

I/We also understand that New York Military Academy will not release any records until all accounts are settled.

Accepted on this _____ day of _____ 201__

*Name _____ Name _____
(Print) (Print)*

Signature _____ Signature _____

Relationship to the Cadet _____

**DATA REQUIRED BY THE PRIVACY ACT OF 1974
CERTIFICATE
PRIVACY ACT STATEMENT—26 SEP 75**

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1. **AUTHORITY:** Title 10 USC, Section 203, 5 USC 552a, and AR 145-2.
2. **PRINCIPAL PURPOSE:** To obtain the permission of parent/guardian of minor children to release records containing personal information to lawful DOD agencies in connection with their child's participation in the JROTC Program. To further obtain parental/guardian permission for the release of news items to the media related to their child's participation in the JROTC Program.
3. **ROUTINE USE:**
 - a. For placement in the privacy case files of the JROTC Department for reference in the event that pertinent records or Information are to be released to lawful DOD agencies or the news media.
 - b. To provide a duly authenticated certificate of parental/guardian permission to release information.
4. **MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION:** Parental authorization to release any and all information and/or records to lawful DOD agencies and release of news items to the media is voluntary. Refusal to sign release or to provide home address and telephone number will result in no detriment to the cadet, parent, or guardian. Refusal to sign release will require further inquiry for personal data pertinent to the cadet, release of which may be mandatory for enrollment for continuance in the JROTC Program.

Being aware of the provisions of 5 USC 552a (Privacy Act 1974), and in connection with the participation of a minor child in the JROTC Program, I/we hereby authorize the release of any and all records maintained by the JROTC Department and NYMA, which may contain personal information, related to my/our child, to any agency within the Department of Defense having lawful interest in the content of such records. I/we also authorize the JROTC Department to release news items to the media in connection with my/our child's participation in the JROTC Program. I/we also waive any requirement that I/we be furnished a copy of any such records or news released prior to or concurrent with their release. This consent is effective for the period of time that my/our child is associated with the JROTC Program.

NAME OF STUDENT (Please print)

SIGNATURE OF PARENT/GUARDIAN

ADDRESS

CITY/ STATE/ ZIP CODE

AC Dix Form 4083-R, 1 July 04 (ATOA)

TELEPHONE NUMBER

STATEMENT OF HEALTH

My/our Son/ Daughter/ Ward _____
First Name Middle Initial Last Name (please **print**)
is physically qualified for training as a member of the JROTC. Should there be any change in his/her health status, I/we will immediately notify the NYMA JROTC Department. List any limitations! IF NONE, SO STATE

DAY / MONTH - YEAR
Eastern Region Form 46-R, 1 AUG 04

PARENT / GUARDIAN SIGNATURE

ACTIVITIES, SERVICES, AND SUPPORT

CADET'S NAME _____ (Print - Last, First, MI)

DATE OF BIRTH _____ (DAY / MONTH / YEAR)

1. **Purpose.** The Activities Coordinator coordinates all activities, both recreational and service oriented, is the liaison for the Parents' Auxiliary, manages the Cadet Activity Center/Canteen, and coordinates transportation to airports, professional services, and the train station.
2. **Activities.** Cadet Activities are required to provide education and/or recreation for cadets. Activities are conducted during the academic week and weekends. Weekday activities are primarily designed to provide academic enrichment while weekend activities provide recreation. **A cadet must be Academically proficient (no D's or F's, not assigned to Saturday Study Hall, or on Academic Restriction) and militarily proficient (no Punishment Tours) to be authorized to leave.**
 - a. **Academic Enrichment.** These activities are coordinated and supervised by teachers so that they will reinforce/enrich their subjects, and are commonly referred to as "field trips". These activities are normally during the school day, but may be scheduled on weekends. **The costs of these trips are not covered under the Activities Funding, therefore, the cadets will be notified of the costs associated with the trip.**
 - b. **Recreational Cadet Activities and Clubs.** These activities are planned and directed by the Activities Coordinator. Activities are generally held on weekends and supervised by teachers or other adults who form the weekend teams. **Activities funding covers the cost of chaperones and supervision and transportation, in conjunction with the support of clubs and weekend activities.** Cadets bear the burden for some costs associated with some activities and club events.
 - c. **Special Trips.** These trips are scheduled and announced in advance to the cadets; those in retested will have to secure permission for the trip from their parents. The entire costs of the special trips are shared equally by all participants.
 - d. **Restrictions.** Please indicate below if you wish to restrict your cadet from an Activity.

(Note: Not all of these activities may be offered in any given year.)

Authorized		ACTIVITY	Authorized		ACTIVITY
YES	NO		YES	NO	
		Amusement Parks			Academic Field Trips
		Dances (ON/OFF CAMPUS)			Mall Trips
		Movies (PG-13, UNLESS 18)			Skating (ICE/ROLLER)
		Athletic Events			My cadet has unrestricted permission.

3. **Services and Support.** Services and Support includes coordination of Community Service (tracking), transportation to airports, and railways (liaison with parents). As necessary transportation is requested by the Infirmary to support appointments with professionals (medical, dental, and counseling) services. **Service fees and expenses are the sole responsibility of the cadet.**

*Continuation***UNDERSTANDING OF TRAVEL LIABILITY**

It is understood by the undersigned parent or guardian that their enrolled cadet may, from time to time, travel to various places for professional appointments, recreation, and/or other school activities by motor vehicle. The undersigned agree that New York Military Academy will not be held liable for any mishap or accident that may result from the use of such transportation, whether the transportation is professional limousine, taxi, bus, watercraft, rail vehicle, air vehicle, or school vehicle.

Furthermore, it is understood and agreed that New York Military Academy will not be held liable for any mishap or accident that may occur after or before debarkation by professional or private carriers of passengers, licensed or unlicensed. It is understood that payment will be made at the time of transportation via taxi, hired car, or other form of transportation, and New York Military Academy is authorized to release these amounts from Cadet Bank for medical or other travel expenses, or the cadet is responsible for direct payment of these expenses.

As the parents / guardian of Cadet _____,

I/We have read, understand and accept the above written Understanding of Travel Liability for New York Military Academy and I/We will support this policy in every way possible.

I/We understand that a lack of support on my/our part cripples the Academy's efforts and lessens the opportunities for my cadet's success.

I/We understand as stated in the enrollment contract that tuition and fees will not be reduced or abated because of early withdrawal or dismissal.

I/We also understand that New York Military Academy will not release any records until all accounts are settled.

Accepted on this _____ day of _____ 201__

Name _____ Name _____
 (Print) (Print)

Signature _____ Signature _____

Relationship to the cadet _____

COMPUTER USE POLICY

CADET'S NAME _____ **(Last, First, MI)**

1. The Academy offers its cadets access to a computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all cadets must obtain parental permission. Should a parent prefer that their cadet not have e-mail and Internet access, use of the computers is still possible for more traditional purposes such as word processing. This contract may not be modified in any way and must be signed to be enrolled at NYMA.
2. This signed permission form is an acknowledgement that cadets and their parents understand the benefits, limitations, rights and responsibilities of the information technology services provided by NYMA.
3. Cadets and their parents are urged to get clarification in advance if they have a question about the Computer Use Policy. While cadets using computers at NYMA will be supervised both in the classrooms and in their living quarters, NYMA cannot guarantee that cadets will not access inappropriate material. **An infraction occurs when a cadet knowingly and willfully accesses inappropriate material on the net.** Ultimately, parents are responsible for setting and conveying the standards that their cadets should follow.
4. The Academy network is the only authorized manner that cadets will access the Internet. Cadets are not permitted to use any other device to gain access to the Internet. Use of any other device to gain access to the Internet is a Class I violation, which will receive a minimum of 25 Punishment Tours, and confiscation of their computer.
5. As a NYMA cadet, I have read the terms and conditions of the Acceptable Use Policy and will abide by the stated terms and conditions of the policy.

I understand that any violation of this policy may result in the suspension or revocation of my privileges to use NYMA information technology resources, and may also constitute a violation of the Cadet Honor Code, or criminal offense.

Cadet's Name (Please Print) _____

Cadet Signature/Date _____

ACCEPTANCE OF AND AGREEMENT TO THE COMPUTER USE POLICY

MEMORANDUM OF UNDERSTANDING

As the parents / guardian of Cadet _____,

I/We have read, understand and accept the Computer Use Policy for New York Military Academy and I/We will support the aforementioned policy as depicted on page 20 in every way possible.

I/We understand that a lack of support on my / our part cripples the Academy's efforts and lessens the opportunities for my cadet's success.

I/We understand, as stated in the enrollment contract, that tuition and fees will not be reduced or abated because of early withdrawal or dismissal.

I/We also understand that New York Military Academy will not release any records until all accounts are settled.

Accepted on this _____ day of _____ 201__

Name _____ Name _____
(Print) (Print)

Signature _____ Signature _____

Relationship to the cadet _____

Authorization and Acceptance Form - 11

COMPUTER REPAIR POLICY

CADET'S NAME _____ (Last, First, MI)

1. If requested, NYMA Technology Department (NYMA Tech) will repair cadet computers to the best of our ability. It is up to the parents and cadets to check with the manufacturer, as our repairs may void the existing warranties. Any parts that are required must be paid for by cadets and/or parents. There may be charges associated with repairs, at a minimum any parts or software that are required must be paid for by cadets and/or parents.
2. In order to access the NYMA network and the Internet, cadet computers should have a 10/100 Base T network card installed.
3. NYMA will not be held responsible for incidental complications because of incompatibility with cadet computers. NYMA will not be held responsible for problems that occur as a result of work done on a cadet's computer by NYMA employees. **NYMA WILL DO ITS BEST TO RESOLVE ANY PROBLEMS THAT CADETS HAVE WITH THEIR COMPUTERS.**
4. A cadet may not have a computer on campus without a signed Computer Repair Policy form on file. Parents/Guardian and cadet must sign this form before any work can be performed.

Description of Computer

Monitor

Computer Serial Number

Monitor Serial Number

Key board

Mouse

Cadet Signature

ACCEPTANCE OF AND AGREEMENT TO THE COMPUTER REPAIR POLICY

MEMORANDUM OF UNDERSTANDING

As the parents / guardian of Cadet _____,

I/We have read, understand and accept the Computer Repair Policy for New York Military Academy and I/We will support the aforementioned policy as depicted on page 22 in every way possible.

I/We understand that a lack of support on my/ our part cripples the Academy's efforts and lessens the opportunities for my cadet's success.

I/We understand, as stated in the enrollment contract, that tuition and fees will not be reduced or abated because of early withdrawal or dismissal.

I/We also understand that New York Military Academy will not release any records until all accounts are settled.

Accepted on this _____ day of _____ 201__

Name _____ Name _____
(Print) (Print)

Signature _____ Signature _____

Relationship to the cadet _____

CADET REQUIRED INVENTORY

DATE:

Required Issue	Item Description <i>The (**) asterix denote Officer, CSM, and 1SG issue</i>	Acknowledgement of Receipt		
		CADET STORE	CADET	CTO/TAC
2 EA.	Bag, Laundry			
1 SE.	Belt, Guard, White w/Brass Waist Plate			
1 SE.	Belt, Web, Black, w/Brass Buckle			
2 EA.	Blanket, Gray			
1 EA.	Blouse, Service, Gray			
1 PR.	Boots, Combat, Black			
1 EA.**	Cap, Cover, White w/Gold Chin Strap			
2 EA.	Cap, Garrison, Gray			
1 EA.	Cap, Service, Gray			
1 EA.	Cap, Wool, Black			
1 EA.	Coat, All Weather, Black			
1 EA.	Coat, Windbreaker, Black			
1 EA.	Cover, Mattress			
1 SE.	Epaulettes, NYMA, Maroon			
1 PR.	Gloves, Dress, White			
1 PR.	Gloves, Black			
1 SE.	Insignia, Brass, Collar "NYMA"			
1 EA.	Insignia, Brass, Hat			
2 SE.	Insignia, Crest, Battalion			
2 EA.	Lock, Combination, w/Key bypass			
2 PR.	Pants, Sweat, Gray			
1 EA.	Parka, Wool, Black w/Embroidered Name/Class			
1 EA.**	Plate, Breast, with Webbing			
1 EA.**	Sash, Blue or Maroon and Sling			
1 EA.	Scarf, Wool, Gray			
1 EA.**	Shako, w/Plume (Red, White, or Black)			
6 EA.	Shirt, Athletic, Gray w/Logo			
3 EA.	Shirt, Gray, Long Sleeve			
3 EA.	Shirt, Gray, Short Sleeve			
2 EA.	Shirt, Sweat, Gray, w/"NYMA" Letters			
1 EA.	Shirt, White, Short Sleeve			
2 PR.	Shoes, Low Quarter, Black, Leather			
6 PR.	Shorts, Athletic, Maroon			
1 EA.	Suit, Warm-up, Maroon/Grey - Top/Bottom			
1 PK.	Supplies, Academic w/Agenda Book			
1 EA.	Sweater, Black			
1 EA.**	Sword, Scabbard, Frog			
4 EA.	Tag, Name			
1 EA.	Tie, Black			
1 EA.**	Tie, Grey			
1 EA.**	Tie, Tack			
4 PR.	Trousers, Dress, Grey			
1 PR.**	Trousers, White			
1 EA.	Trunk, Wood			

PARENTS - ITEMS MARKED WITH **ASTERISKS (*)** DENOTE ITEM (S) THAT ARE REQUIRED TO BE BROUGHT FROM HOME, AND ARE ALSO AVAILABLE FOR PURCHASE BY CHARGING TO YOUR CADET ACCOUNT. **THE ITEMS LISTED BELOW ARE MINIMUM QUANTITIES ONLY.** PLEASE REMEMBER (**BOARDING**) CADETS HAVE LAUNDRY SERVICE ONCE A WEEK, INCLUDED IN THEIR TUITION. IN ADDITION TO THE LAUNDRY SERVICE, FEMALES IN PATTILLO HALL HAVE **LIMITED** ACCESS TO A WASHER AND DRYER FOR PERSONALS.

Quantity	Minimum Required Items	Cadets Required	Parent Inventory	CTO/TAC Inventory
Personal Hygiene Articles				
1 EA.	Basket, Shower	Females		
1 EA. *	Comb, Pocket, Small, Black	Males		
1 EA. *	Deodorant - Non-Aerosol	All Cadets		
1 EA. *	Hair dryer, electric - optional	Females		
1 EA. *	Razor, electric - optional	All Cadets		
1 EA. *	Razor, Shaving Cream - Non-Aerosol	All Cadets		
1 EA. *	Shampoo, Hair	All Cadets		
1 EA. *	Soap, Bath	All Cadets		
1 EA. *	Tooth Brush, Tooth Paste	All Cadets		
4 EA. *	Towel, White	All Cadets		
4 EA. *	Washcloth, White	All Cadets		
Linens and Room Articles				
1 EA. *	Bed, Pillow	All Cadets		
2 EA. *	Bed, Pillow Case, White	All Cadets		
2 SE. *	Bed, Sheets - 2 each Fitted and Flat, White	All Cadets		
1 ST. *	Bookends	All Cadets		
1 EA.	Clock, Alarm - w/Battery Backup	All Cadets		
24 EA.	Hangers, Wooden - w/Swivel "J" Hook	All Cadets		
1 EA. *	Lamp, Desk	All Cadets		
1 EA. *	Waste Basket, Room, White - w/LID and plastic trash bags	All Cadets		
Clothing and Equipment				
1 EA. *	Bag, Book, Black - w/minimal Logos	All Cadets		
7 EA.	Bra	Females		
6 EA.	Bra, Sports	Females		
1 CN. *	Cleaner, Brass, Cloth - No Liquids (ex. Blitz Cleaning Cloth)	All Cadets		
1 DZ.	Fasteners, Hair - Black/Brown - Blonds White/Yellow	Females		
3 PR.	Pajamas - Boxer Type Permissible (Optional for males)	Females		
1 KT. *	Polish, Shoe, Kit - Paste Polish, Applicator, Brush, Cloth	All Cadets		
1 EA.	Robe, Bath (Optional for males)	Females		
8 EA. *	Shirt, Crew Neck, White - Not Loose/Long Fitting	All Cadets		
1 PR.	Shoes, Running, Black	All Cadets		
1 PR. *	Shoes, Shower	All Cadets		
12 PR. *	Socks, Dress, Black - CREW ONLY	All Cadets		
12 PR. *	Socks, Dress, White - CREW ONLY w/NO LOGOS	All Cadets		
1 EA.	Suit Swimming - One Piece for Females	All Cadets		
3 EA.	Supporter, Athletic (Compression shorts w/cup acceptable)	Males		
12 PR.	Underwear— Boxers or Briefs	All Cadets		
Cleaning Gear (Must be replenished as NEEDED)				
1 EA. *	Broom, Dust Pan	All Cadets		
1 EA.	Bucket, Mop	All Cadets		
1 BX. *	Floor Cleaner - Non-Abrasive, Non-Aerosol "SPIC AND SPAN"	All Cadets		
1 BT. *	Glass Cleaner - Non-Aerosol	All Cadets		
1 DZ.	Towels, Paper	All Cadets		

Note - Day Students - Day Students will not be required to maintain a room, but we will share a wall locker if available. All Cadets will purchase and maintain a WOODEN TRUNK that will be used to SAFEGUARD/STORE uniforms for inclement weather. In addition, athletic uniforms, BDU (Camouflage Uniform), boots, head gear, one each long/short sleeve shirt, and tie will be stored. **These items are required for unforeseen accidents or changes in weather.**

Note - Prohibited Items - AEROSOL PRODUCTS, OVER THE COUNTER MEDICATIONS OR PERFORMANCE ENHANCING SUBSTANCES, VITAMINS, ASPIRIN, TYLENOL, AND THE LIKE (will be surrendered to the infirmary), Tobacco products, Devices that produce heat, fire, or flame (will be confiscated and result in a \$50.00 FINE, utilized towards the mandatory smoking cessation class), Beepers, Pagers. **Cellular Phones must be turned over to the TAC for SAFEKEEPING while on Campus, violators will have devices confiscated and mailed home at the Parent (s) expense. LOCKING DEVICES FROM HOME CANNOT BE UTILIZED TO SECURE CONTAINERS, AND WILL BE REMOVED/CUT. Hot Pots, rubbing alcohol, liquid white out, mouthwash with alcohol, and sharp instruments are also prohibited and dangerous. INTERNATIONAL CADETS MAY HAVE CIVILIAN CLOTHING ON CAMPUS, WHICH MUST BE STORED BY THEIR TAC.**

HOMETOWN NEWS RELEASE FORM

26

This form enables the Academy to send information about your Cadet's accomplishments to your hometown newspaper. It grants permission for your Cadet to: appear in photographs, on camera, or on radio, as well as speak with the media on those occasions the administration deems appropriate. Occasional news items or advertisement warrant this.

Please fill out the following:

Cadet_____

Class_____

Parent/Guardian_____

Home Address:

Street_____

City_____ State_____

Home Phone_____

Work Phone_____

Fax#_____

E-Mail_____

Hometown Newspaper Information:

Name of Publication_____

Address_____

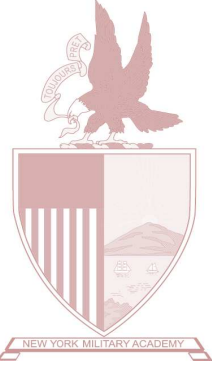
Phone#_____ Fax#_____ E-Mail_____

I grant permission for my Cadet to appear in photographs or speak with the media on those occasions NYMA's administration deems appropriate, including internet news sites.

Signature Parent/Guardian_____

Date_____

(Please note: Major metropolitan newspapers with large circulations normally do not publish local school news. Contact your smaller local daily or weekly newspaper. Please bear in mind not all entries submitted are used.)



CADET EMERGENCY DATA

Full Name (At Birth or On Passport) - Print

Last _____ **First** _____ **MI** _____

Date of Birth: Day _____ Month _____ Year _____

Sex (Check One) - Male () or Female ()

Height - Inches _____ **Weight** - Pounds _____

Hair - Color _____ **Eyes** - Color _____

Identifying Marks (Birthmarks, Scars, or Tattoos)

Medical Alert

Special Needs

Full Name of Parent (s) / Legal Guardian (s)

_____ / _____

Address

Phone Contact Numbers

Home _____ / _____

Work _____ / _____

Cellular _____ / _____

E-Mail Address _____

CADET'S NAME (Last, First, Initial) _____ Date _____

CADET IN PROCESSING -

OR

CLEARING

CADET'S ASSIGNMENT: Company _____

STATION / OFFICE (Areas Checkmarked will be VISITED)	SIGNATURE (Required to In-Process or Clear)	REMARKS (Applicable to In-Processing ONLY)
1 <input type="checkbox"/> - Admissions		At this station/office all cadets must sign in. International cadets will surrender their passport, I-20, and airline tickets.
2 <input type="checkbox"/> - Commandant's Office		At this office you will turn over all necessary forms (ENROLLMENT PACKET).
3 <input type="checkbox"/> - Infirmary		At this station/office your cadet's medical and vaccination record will be reviewed. If the school physical is older than 60 days, your cadet cannot be admitted until it is updated. The Academy Physician is available, at an additional expense. Disclose all current long term medical treatment and any medication your cadet might be on. Turn over medication and receive information about refill procedures, if necessary.
4 <input type="checkbox"/> - Business Office		At this station/office your cadet's Business Account will be established. You will be required to set up the CADET BANK (for weekly allowance). The Financial Contract will be completed and turned in. Payment will be collected.
5 <input type="checkbox"/> - Headmaster, Academic Department		At this station/office you will have to turn in school transcripts (INCLUDING SUMMER SCHOOL). You will receive your 'NET CLASSROOM' password (to be able to access the academic web sites) and your cadet's Schedule of Classes. You will be asked if you have ordered school books through FOLLETT VIRTUAL BOOKSTORE. IT IS VERY IMPORTANT TO TELL THE REGISTRAR WHO WILL RECEIVE ACADEMIC REPORTS.
6 <input type="checkbox"/> - Athletics Department		At this station/office you will need to surrender the form "ATHLETIC AUTHORIZATION".
7 <input type="checkbox"/> - Support - Activities and Transportation		At this station you may discuss travel/transportation needs for your cadet.
8 JROTC and <input type="checkbox"/> - JROTC SUPPLY		At this station/office you will need to surrender FORM - "PRIVACY ACT STATEMENT" .
9 <input type="checkbox"/> - Library		(FOR CLEARING ONLY) Return all library books, pay for any lost books and outstanding fines.
10 <input type="checkbox"/> - Band Master		At this station/office you will be given all necessary information that is required to participate in the band.
11 <input type="checkbox"/> - Cadet Store		At this station your cadet will receive his/her initial issue of uniforms. Your son/daughter will need to change out of civilian clothing once you arrive at the barracks. School ID pictures will be taken.
12 <input type="checkbox"/> - Company Training Officer		We require that the barracks be your last stop. Parking is limited and reserved for loading and unloading only. Once you inspect his/her room, and all the personal effects are in the barracks, your cadet will change into the PT uniform (so that you can take the civilian attire and all precious jewelry home). A search will be conducted of the personal effects, and In-Processing is complete. Female cadets have to report in at PATILLO HALL and to the Company they are assigned.