

 Staple Check Here



Redmond EI Staff:

Please place this form and check in the PTSA mailbox.

THIS IS NOT A REGISTRATION FORM

Enrichment Classes Check Submission Form

INSTRUCTIONS FOR PARENTS

1. Register for Enrichment Classes on PTSA website.
2. Make check payable to 'Redmond Elementary PTSA'.
3. Record total check amount below.
4. Record parent/guardian contact information below.
5. Important: **STAPLE** check to this form above.
6. Return this form with check to your child's teacher or front office.
7. Email enrichmentclasses@redmondelptsa.org to let PTSA know to look for check.

CHECK PAYMENT POLICIES

- This form and check must be received by the PTSA within 2 business days of online registration.
- Check must be for correct amount, payable to "Redmond Elementary PTSA" and correctly dated and signed.
- An email must be sent to enrichmentclasses@redmondelptsa.org to inform PTSA of check submission.
- If in violation of any of the above policies, your online registration will be subject to cancellation.

CONFIRMATION OF REGISTRATION (please check)

Yes, I confirm that I have already registered my student(s) on the PTSA website at www.redmondelptsa.org and that understand the check payment policies above.

For PTSA Use Only	
Check Amount	
Check Number	
Date Received	
For Invoice #	
Initials	

CHECK TOTAL

Total for Registered Classes and Check Written For: \$

PARENT/GUARDIAN CONTACT INFORMATION

Parent Name
(First Last)

Email Address Used
to Register Classes

Phone Number