

## Forms Completion Checklist

*47th Annual  
Junior Science, Engineering, and Humanities Symposium (JSEHS)  
University of Florida  
January 24-26, 2010*

### **\*\*Forms and Payment Deadline: January 8, 2010**

Please use this checklist to determine that all forms are properly completed before mailing them to CPET. Keep this form for your files and future information.

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#### **School Permission Form**

- School information complete
- Payment information complete (fees computed accurately)
- Teachers attending list complete (separate sheet attached, if necessary)
- Students attending list complete (separate sheet attached, if necessary)
- General participant information complete (separate sheet attached, if necessary)
- School permission form complete (all required signatures present)

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#### **Adult Registration Form**

- School information complete for each form submitted
- Teacher information complete for each form submitted
- Meal Preference indicated for each form submitted
- Laboratory preferences complete for each form submitted
- Emergency contact information complete for each form submitted
- Medical information complete for each form submitted
- Medical Consent and Release of Liability complete for each form submitted (signed and notarized where indicated)
- Form completed for each teacher or other adult attending with school

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#### **Student Registration Form**

- School information complete for each form submitted
- Student information complete for each form submitted
- Meal preference indicated for each form submitted
- Laboratory preferences complete for each form submitted
- Parent and/or guardian information complete for each form submitted
- Emergency contact information complete for each form submitted
- Medical information complete for each form submitted
- Student Behavior Code complete for each form submitted (both student's and parent's signature present)
- Parental Consent and Release of Liability complete for each form submitted (parent's signature notarized)
- Form completed for each student attending with school

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#### **Contact Information**

All forms and payments must be received in the CPET office by **5:00 PM, January 8, 2010**. If you have any questions, or need additional information, please contact Deborah Paulin, JSEHS Director at (352) 392-2310, or E-Mail [jsehs@cpet.ufl.edu](mailto:jsehs@cpet.ufl.edu). Mail all forms and payments to the following address:

**47<sup>th</sup> Annual JSEHS**  
UF Center for Precollegiate Education and Training  
PO Box 112010, Yon Hall Room 334  
Gainesville, FL 32611-2010