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Office Policy for Completion of Forms

We will work to have your forms completed in 5 business days. However, during high volume times (June-September) your forms may take up to 7 business days. We will not complete forms on weekends.

Make sure that you know the turnaround time needed and provide us the forms in enough time to help you meet that timeframe.

We will try to work to accommodate a "PRIORITY" completion request, for special circumstances, and have your forms available within 1 -2 business days for a fee of \$20 for each set of forms for each child. We cannot guarantee all PRIORITY requests, as this depends on staffing and volume of forms needing to be completed.

Parents are asked to complete the parent portions of the forms and have the child's name and date of birth on each page.

Make sure your child has had a physical within the past 12 months or schedule a current physical prior to your form's completion request.

Give the forms to the Front Desk staff. Make sure to confirm your telephone number and email so we may notify you when the forms are completed.