



New Student Checklist

1. **Mass Academy Forms**: Please fill out online all of the Emergency & Parent Permission Request forms, Junior Attendance Policy, Home, Language Survey and Military Questionnaire. These forms are located on the Mass Academy Parent page: <https://www.massacademy.org/parents/>
**Once they are filled out, please electronically sign, save and email back to the Mass Academy: areardon@wpi.edu
2. **Student Record Request**. This form needs to be filled out and signed off by the parent and **forwarded to your student's sending school**. This is for them to release all student records and a final transcript to us.
3. **WPI/Mass Academy ID** will be sent out in the next few weeks, along with instructions on setting up your new email account. Please set up your account as soon as you receive the information.
Once your computer accounts/email have been created, you can then proceed and submit your WPI Medical Forms
4. **WPI Medical Forms**: Please fill out and upload to the WPI Health Services Security Portal. These forms are located on the Mass Academy Parent page: <http://www.massacademy.org/parents/>
PLEASE DO NOT MAIL these forms back to the Mass Academy, all forms will need to be uploaded to the WPI Health Services portal, using your new WPI ID number and log in information.