



## Checklist & Due Dates Information

Please do not be overwhelmed by all that you need to do. If you have questions or concerns, please feel free to contact Jill Gardiner ([jgardiner@hminet.org](mailto:jgardiner@hminet.org) or 719-486-8200 x106), or any other staff member you know.

### **Enrollment Forms and Payments needed to reserve your spot (due by 4/9 for all):**

- Complete the HMI Enrollment Form
- Complete the Acknowledgement and Assumption of Risk & Release and Indemnity Agreement
- Complete the General Medical History Information Forms
- Mail a check with your Tuition Deposit

Once you have submitted all three forms listed above via DocuSign and your deposit check has been received, you will receive an email with a link and login credentials to our **Online Parent & Student Portal**. \*Please note: Parents should use this login information, and students can use the same login information they used for their HMI application.

You will need to submit the information and complete the forms listed below, once inside the Portal.

### **Onboarding Forms and Information (due 5/15 for Fall, due 10/15 for Spring):**

#### *To be completed by Parents*

- Health Care Provider Physical Form (exam to be completed by MD within 12 months of the **start** of the HMI Semester)
- Immunization Records
- Health/Dental/Prescription Insurance information
- Copy of student's health, dental, prescription insurance cards (as applicable, front and back)
- Emergency Contact Information
- Learning Accommodations information and supporting documents (as applicable)
- Additional Family Members information (as applicable)
- Rocky Mountain Family Practice Pre-registration Form

#### *To be completed by Students*

- Advisor Questions
- School Contact Information
- Course Selections and Independent Study details (as applicable)
- PSAT, SAT, AP Questions
- College Counselor Information

We understand that it might take a bit of time to complete all these forms, especially the Health Care Provider Physical Form. **Please start early** and let us know if you have any questions/concerns.

### **Other forms you will need to complete, but that will be sent to you directly:**

- For Fall Semester Students: Colorado 14'ers Initiative Volunteer Waiver
- For Spring Semester Students: Ski Cooper Waiver



**Paperwork to be completed by sending schools/teachers (due 5/15 for Fall, due 10/15 for Spring)** Links will be available in your HMI online portal:

- ( ) College Counseling Form
- ( ) Mathematics Questionnaire
- ( ) Spanish Questionnaire

**Additional to-do's to prepare for the semester:**

- ( ) Make travel plans (please review the Travel Information link). Em will send you a Travel Form in July or January through which you can submit your child's arrival travel details.
- ( ) Review the On Campus and Wilderness Equipment Packing Lists. (Please note, we do **NOT** need you to tell us what Wilderness Equipment your child will need to rent/purchase from us in advance.)
- ( ) Go shopping for the items you wish to purchase (please review the Wilderness Equipment information carefully.)
- ( ) Get in shape! Please reference the Pre-Semester Physical Fitness section in the Miscellaneous Information Form for details and guidance about this.

**Deposit, Tuition and Student Account Due Dates:**

- ( ) Deposit for program due April 9 (both Fall and Spring.)
- ( ) Final tuition invoice payment due on July 15 for Fall and November 1 for Spring.
- ( ) Student account deposit due on July 15 for Fall and November 1 for Spring.

## Notes & Lists