

Registration

- Student and parent/guardian must be present
- Parent or Guardian ID
- Birth Certificate or Passport
- Immunizations (*Current*)
- Withdrawal Grades (*If enrolling during school year*)
- Complete Transcript
- 8th grade report card (*if student is an incoming 9th grader*)
- Proof of Residency (*Current*)
As per District Policy, 2 documents in parent/guardians name are required to prove residency:
 - PGE Bill, Water Bill or Garbage Bill
 - Lease or Mortgage Agreement
 - Tax Bill
- **IEP or 504** (*If applicable*)

If you do not have the above documents in your name, you can complete a Declaration of Residency during enrollment. If the minor is residing with a person other than his/her legal guardian, a Caregiver's Affidavit is required (both forms are available at the school.)

If documentations are not complete, registration process may be delayed!

Withdrawing a Student

- Student must be accompanied by parent/guardian when withdrawing a student.
- Student(s) must sign out from the following and obtain signatures:
 - Textbook room – Return all textbooks
 - Library – Return any library books
 - Treasurer – Pay fees if any
 - All Teachers – Withdrawal grades
- Student(s) must return Withdrawal form to Registrar in Office 101
- Registrar will document all of the information above, and give student an unofficial transcript for the next school.