

NEW STUDENT ENROLLMENT PROCESS CHECKLIST

(PRINT THIS PAGE AND BRING WITH YOU TO YOUR SCHEDULED APPOINTMENT)

STUDENT NAME: _____
(first) (middle) (last)

GENDER: _____ GRADE LEVEL: _____ ENTRY DATE: _____

SCHOOL: _____ DATE OF BIRTH: _____

PREVIOUS SCHOOL *(if applicable)*: _____

ONLY THE RESIDENTIAL OR LEGAL CUSTODIAN/GUARDIAN OF THE CHILD MAY ENROLL THE CHILD IN SCHOOL. Parents, legal custodians/guardians need to enroll their child(ren) in school in the building(s) which the child(ren) will be attending. Enrollment is by appointment, and all steps must be completed before a student may attend Highland High School.

1 _____ Schedule an appointment with the school your child(ren) will be attending

High School/Middle School students will be meeting with a counselor in the Guidance Department prior to their anticipated start date for an enrollment/scheduling appointment. Both student and custodial parent/guardian should attend this 20-30 minute appointment. Contact Information:

High School

Dr. Robert Gilbert, last name A-G, 330-239-1901 x5213

Daryn Archer, last name H-O, 330-239-1901 x5212

Jim Addington, last name P-Z, 330-239-1901 x5211

Middle School

Carolyn Colbow, 330-239-1901 x1206

2 _____ Complete the [Online Enrollment Forms \(Final Forms\)](#).

3 _____ Gather the following **required** documents to bring with you to your appointment:

_____ Personal Identification in the form of a picture ID of custodial adult enrolling student.

_____ Student's Birth Certificate or Passport *(must be original with raised seal)*. A copy will be made for the file.

_____ Student's Social Security Card or proof of number (optional).

_____ Proof of residency such as a purchase/construction contract, home mortgage agreement, signed rental agreement, voter registration card, insurance policy on dwelling, current utility (gas, electric, water, phone) bill or a notarized Affidavit of Residency form which can be found on the first page of FinalForms. If in the process of building or purchasing a home, you must provide a sworn statement from the builder/realtor confirming you will reside in the home within 90 days of entry.

_____ Student's complete Immunization Records (the law allows for 14 days following entry for compliance).

_____ Medical Action Plans (if applicable).

RECORDS TO NURSE: _____
(office use only)

_____ Print, complete, and bring with you to your appointment the following form:

_____ [Records Release/Request Form](#) (Full address and phone number of previous school required)

REQUEST TO PREVIOUS SCHOOL: _____
(office use only)

_____ [Student Computer and Internet Acceptable Use Form](#)

RECORDS TO LIBRARY: _____
(office use only)

The following documents are **required, if applicable**:

_____ A certified copy of any Court Order establishing Custody or Guardianship from Domestic Relations Court, Probate Court, Juvenile Court, or any other Court of competent jurisdiction which has issued an order regarding the custody/guardianship of the child(ren) being enrolled.

_____ Most current special education Individualized Education Plan (IEP) and Multifactorial Evaluation (MFE).

_____ District of residence of parent when child enters under Court Order to a foster home or is in a custody/guardianship arrangement (SF 14 billing).

4 _____ Highland's Web site, www.highlandschools.org, has individual building pages for further information.

For incoming Highland High School Students (Middle School if applicable):

1 _____ Review the [Program of Studies](#) and make notes of questions/concerns (high school only).

Other items to bring to assist your counselor in setting up a schedule:

_____ Last report card from previous school.

_____ Previous School's Address and Telephone Number.

_____ An unofficial transcript and copy of proficiency test results along with current schedule.

2 _____ If you anticipate playing a sport, contact the Athletic Department at Extension 5400 or 5401 to obtain information about physicals, try-outs, schedules, and OHSAA eligibility requirements.

3 _____ Review our Web site at www.highlandschools.org for further information on athletics, music and band activities.

As the parent/legal guardian it is your responsibility to immediately inform the school of any change of residence or custody. Proof of either is required.

Sincerely,

Highland Local Schools