

Lockport Township High School

Guidance Services

Dear Parent or Guardian:

Welcome to Lockport Township High School! Enclosed you will find the forms and materials needed to process your enrollment. It is necessary that you fill these forms out as completely as possible and return them when you come to school for your enrollment appointment. You and your child will meet with a counselor to choose classes. **It is important that your child is officially withdrawn from your previous school and that you bring the items that are listed on the LTHS New Student form.**

Unfortunately, information that is missing may delay enrollment of your child at LTHS.

Included in the packet are forms **you need to complete and bring with you to your appointment.**

- LTHS New Student form.
- Enrollment Information Form.
- Internet Access form – This is permission for your child to use the Internet at school and information regarding rules and regulations governing Internet use.
- Parent Connect Registration Form (if you have internet access)
- Principals' Concurrence Form
- Free Lunch/Fee Waiver Form (if applicable) – **Bring to Bookstore after registration**
- School Physical (for Incoming Freshmen)

IF THERE IS A CHANGE IN GUARDIANSHIP, PLEASE ATTACH A COPY OF THE SIGNED COURT ORDERED DOCUMENT.

ALL INFORMATION OBTAINED THROUGH THESE ITEMS IS CONFIDENTIAL

Included in your packet is a course description book that will help you to choose your classes. Also included is a co-curricular pamphlet which describes clubs and activities at LTHS.

Please call Mrs. Mary Marciniak, East Registrar, for an appointment to register your Sophomore, Junior or Senior student at 815-588-8351, or Ms. Vivian Crose, Central Registrar, at our Freshman Center for your Freshman student at 815-588-8251. Should you have any questions, please don't hesitate to call.

AGAIN, WELCOME TO LOCKPORT TOWNSHIP HIGH SCHOOL!

New Student

ALL FORMS MUST BE COMPLETED AND ALL REQUIRED ITEMS MUST BE AVAILABLE ON THE DATE OF YOUR APPOINTMENT. IF ANY REQUIRED ITEM IS NOT AVAILABLE, PLEASE RESCHEDULE YOUR APPOINTMENT.

Parent Name(s) _____

(Circle one)

Student

Name _____ Freshman/Sophomore/Junior/Senior

Address _____

Phone Number (including Area Code): Home _____

Work _____ Cell _____

IF TRANSFER – from _____ IF RE-ENTRY – check here _____

(School, City, State)

THINGS YOU ARE REQUIRED TO BRING to the enrollment appointment at Lockport Township High School
ALL FOREIGN DOCUMENTS MUST BE TRANSLATED INTO ENGLISH.

1. **CERTIFIED BIRTH CERTIFICATE** – It must be the official birth certificate issued from the county/country of the child's birth, with a county stamp or raised seal. (**Hospital & Baptism Certificates will not be accepted.**)
2. **TWO (2) PROOFS OF RESIDENCY** – example: current utility bill, real estate contract, (closing document), tax bill, telephone bill, or driver's license with proof of insurance.
 - a. _____ proof one received
 - b. _____ proof two received
3. **ONE (1) PROOF OF GUARDIANSHIP** – *unless the student lives with the natural parent(s) listed on the birth certificate.* Please bring the following pages from your divorce decree: The page showing demographic information (names, etc.), the page that specifies which parent has residential custody, and the last page which shows a judge's seal, signature and date.
4. **ISBE STUDENT TRANSFER FORM**, if a 10th – 12th grade student is from a public/private school in Illinois.
5. **EIGHTH GRADE DIPLOMA** – if the student is a first semester 9th grade student.
6. **UNOFFICIAL TRANSCRIPT** – if the student is in grades 10 – 12.
7. **TEST SCORES** – if the student is a freshman or has been home-schooled.
8. **HEALTH RECORDS** – including ninth grade physical and immunization record.
9. **I. E. P.** – if the student is in Special Education
10. **Does student need ESL testing?** Yes _____ No _____
11. **STUDENT** should accompany his/her parent to this appointment.

QUESTIONNAIRE

1. Please state the names of the LEGAL GUARDIAN(s) of the student: _____
2. Please state the name(s) and address of the adult(s) with whom the student currently lives: _____
3. Is there any other information that you would like the school to be aware of concerning residency or guardianship? _____
4. Is the student living in a shelter, motel, shared housing with friends or relatives, car, campground, or other temporary shelter due to the loss of permanent housing? Yes _____ No _____
5. Has the student ever been in a Special Education (I.E.P) class or program? Yes _____ No _____
If yes: Where? Name of School _____ When? _____
What type of program? _____