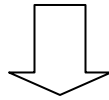


New Student



ALL FORMS MUST BE COMPLETED AND ALL REQUIRED ITEMS MUST BE PRESENTED TO OUR REGISTRAR ON THE DATE OF YOUR APPOINTMENT. IF ANY REQUIRED ITEM IS NOT AVAILABLE, YOU MUST 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:

PLEASE NOTE: 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. _____ one received

b. _____ 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 9th – 12th grade student is from a public/private school in Illinois.

5. _____ **DISCIPLINE RECORDS**

6. _____ **GRADES TO DATE**

Include a key to your grading system. (NOTE: We use a letter grading system. If your school uses a numerical grading system, please include the letter grade equivalent.)

7. _____ **STANDARDIZED TEST SCORES**

8. _____ **PSAE SCORES – (Grade 11 or 12)**

(CONTINUED ON BACK)

- 9. ____ **EIGHTH GRADE DIPLOMA** (Grade 9 only)
if the student is a first semester 9th grade student.
- 10. ____ **OFFICIAL /UNOFFICIAL TRANSCRIPT**
if the student is in grades 9 – 12.
- 11. ____ **HEALTH RECORDS**
including ninth grade physical and immunization record.
- 11. ____ **I. E. P.** including psychological, health history, etc.
if the student is in Special Education – (If applicable)
- 12. ____ **Does student need ELL testing?**
Yes ____ No ____
- 13. ____ **STUDENT MUST ACCOMPANY** his/her parent/guardian to this appointment.

ACCORDING TO FERPA, THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, IT IS NOT NECESSARY TO OBTAIN WRITTEN CONSENT TO RELEASE RECORDS BETWEEN SCHOOLS WHERE THE STUDENT SEEKS OR INTENDS TO ENROLL. UPON REQUEST, PARENT/GUARDIAN MUST BE GRANTED ACCESS TO THEIR CHILD'S RECORDS, AND PROVIDE THAT PARENTS BE GIVEN A COPY OF THE REQUESTED RECORDS.

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? _____