

# Westlake High School

## New Student Registration



### Items required to register a new student.....

The following information is required by law in order to enroll a new student. If any of these items are missing, we will not be able to complete the registration.

1. - **Withdraw Form/ Transcript/Report Card**—Obtained from previous School.
2. - **Registration Form**—Signed by the Custodial Guardian.
3. - **Custodial Guardianship Form**—This Form must show proof of guardianship. A copy of the **DIVORCE DECREE** is required to establish physical and custodial rights (if this applies to you). If the student is not living with the custodial guardian, you must complete a **Power of Attorney form** or meet with Student Services at the Alpine School District Offices.
4. - **Birth Certificate**—You must bring the original birth certificate to be copied, We can no longer accept the wallet size birth certificates.
5. - **Immunization Records**—if shots are needed, contact the Public Health Department.

#### 9<sup>th</sup> and 10<sup>th</sup> Grade Students must have:

- 5 DTP/Dtap/DT/Td
- 1 Tdap or Td Booster
- 4 Polio
- 2 MMR
- 3 Hepatitis B (HBV)
- 1 Varicella Chickenpox
  - History of Disease OK, Parent must sign Pink Immunization Card
  - If student is 12 years old, 2 doses is required
- Hepatitis A (HAV) ( 9<sup>th</sup> grade students)

#### 11<sup>th</sup> and 12<sup>th</sup> grade students must have:

- 5 DTP/Dtap/DT/Tdap
- 4 Polio
- 2 MMR

6. - **Proof of Residency**— You need one of the following: Utility bill, lease agreement, or a purchase agreement. A notarized **Living with declaration of residence form** (form available in the counseling office) is required if you are living with a family member.
7. - **Special Education**—If your student has been serviced in Special Education classes, you will need to contact the previous school to obtain a current copy of his/her IEP.
8. - **Emergency Form**— Must be filled out and returned.
9. - **Internet Usage Form**—Must be filled out and returned.
  - ❖ This packet must be completed and submitted to the counseling office in order for us to process your students' class registration. **New student registration is by appointment only.**

#### New Student Registration Summer Hours:

Monday June 6, 2011 7:30 am – 11:30 am  
Monday June 13, 2011 7:30 am – 11:30 am  
Monday June 20, 2011 7:30 am – 11:30 am  
Monday June 27, 2011 7:30 am – 11:30 am

#### No Registration during the month of July.

Counselors will be in the office on Mondays during the month of July. 8:00 am – 12:00 pm

#### 2011-2012 School Year New Student Registration:

Tuesday—Thursday from 9:00 am – 1:00 pm

**\*New Student Registration is by appointment only**

#### Westlake High School

99N.200W. Saratoga Springs (801)610-8815

#### Alpine School District Office

5755 North 100 East, American Fork (801)610-8400

#### Student Services

Debbie Hale, Room 240 (801)610-8485

#### Public Health Department

151 N. University Ave., Provo (801)370-8700

#### Bus Information

Transportation Office (801)763-7072