

HIGHLAND HIGH SCHOOL

Enrollment Forms for Parents/Guardians of New Students to Highland CUSD #5

Thank you for choosing to enroll at Highland High School. Opportunities for a successful high school experience are abundant here. The faculty, staff and facilities are excellent. These statements are supported by the fact that on May 24, 2002, HHS was named a Blue Ribbon School-A National School of Excellence, by the U.S. Department of Education.

Enrollment at HHS is a **two-step process**. **Step 1** is the completion of the forms listed on the checklist below. Please give these forms to any of the high school office secretaries upon completion. You will also need to present a certified birth certificate for your child and proof of residency in the Highland district (utility bill, bank statement, rent receipt, tax bill, etc). The secretary will make copies and return the originals to you at that time.

CHECK LIST

1. Certificate of Residence - Appendix A: Must complete and provide proof of residence in Highland District. (If student is NOT living with either parent but is living with a guardian or anyone else, Appendix B-1 and B-2 must also be completed and approved by the district Business Manager before being able to register for classes.
Very important: If your child requires Special Education services, please inform the school counselor immediately and also bring a copy of the most recent IEP with you.
2. Family History: This form provides the district and high school with necessary information to complete permanent records.
3. Transportation Form: Provides information for bus service. Students who do not need bus transportation to and from school still need to fill this form out so the district is aware of how your student gets to and from school.
4. Textbook Form: Provides proof of notification to parents that Highland CUSD #5 receives federal funds to purchase textbooks and Math and Science equipment.
5. Emergency Information Card: Provides the school nurse with valuable information to help your child in case of an emergency. Must include an emergency phone number other than the home phone number.
6. School Physical Examination Form: Must provide if entering 9th grade or transferring from a high school in a state not requiring 9th grade physicals. All students must provide a copy of their immunization record to be reviewed by the school nurse.
7. **In-State OR Out-of-State** Transfer Form: If a student enrolls from out of state, the enclosed form must be filled out. Students transferring from an Illinois school MUST have a State of Illinois Transfer form signed by the Principal of the previous school stating that the student is in good standing and not currently serving an expulsion or suspension from that school. This form must be presented BEFORE registration at HHS can occur.

8. Illinois High School Association (IHSA) Residence Eligibility Form:
To be completed by all new students to determine IHSA eligibility for all athletics and extra-curricular activities.
9. Photo /Video permission form. Parent gives permission for student photo to appear on web or newspaper.
10. Internet Usage Form - you may approve or deny permission for your child to use the internet at school, and if you want your child's image to appear on the school website.
11. AND LAST BUT NOT LEAST--**BE SURE TO BRING A COPY OF YOUR CHILD'S BIRTH CERTIFICATE.** We will make a photocopy and return your original.

Please call the high school office, 618-654-7131, to schedule an appointment with a school counselor prior to Step 2.

Step 2 is the actual registration for high school classes. It is imperative that your child and you are both present for your appointment with the counselor. To assist the counselor in building an appropriate class schedule for your student, please bring a current transcript of courses and grades. If you had previously registered for the new school year at another school, please bring a copy of that class schedule. Achievement test results can also be helpful to the counselor. If your child was eligible for special education services in a previously attended school, please bring copies of the Individualized Education Plan (IEP).

The following informational items are provided in your packet to assist you in preparing for your appointment with a Highland High School counselor. The counselor will have the actual registration form when you arrive and it will be completed and signed at that time.

- HHS Counselor Web Page Info
- School Calendar
- Flyer for Athletics
- Flyer for classes and clubs
- HHS Academic Planning Guide