



CHS Enrollment & Registration Checklist

Student: _____

Grade: _____

Parent/Guardian: _____

Phone: _____

Welcome to Capital High! The items listed below must be turned in to the CHS Main Office. If you have questions, please call our Main Office at (406) 324-2500 or check out our website at chs.helenaschools.org.

√	Documentation Required Prior to Enrollment	Office Use Only
	Release of Records Form <i>Complete form and leave at Main Office ASAP</i>	
	Proof of Immunizations (MT Vaccine Requirements on back) <i>This is typically provided by your student's previous school, via the Release of Records process.</i>	
	Copy of Birth Certificate <i>This is typically provided by your student's previous school, via the Release of Records process.</i>	
	Copy of Transcript from Previous School *Required for Grades 10-12 ONLY.* <i>This is typically provided by your student's previous school, via the Release of Records process.</i>	
	Helena School District K-12 Enrollment Registration Form	
	Montana High School Association Form	
	Opt-Out Notification Form	
	Title VII Student Eligibility Certification (506 Form) *Optional*	
	Health History Form	
	CHS Registration Form	
	Address Checked for Helena School District #1 <i>If address is in question, contact the Helena School District Tuition Office at 324-2000.</i>	
	*In-District Transfer Request Form *If Applicable* <i>If address isn't within the CHS boundary, this process must be completed. Forms are available from the CHS Main Office.</i>	
	Out-Of-District Transfer Request Form *If Applicable* <i>This must be completed by parents/guardians of any student who currently resides outside the Helena Public Schools attendance area and/or is attending school in another district. Must be received and reviewed by Assistant Superintendent at May Butler Center. Forms are available in the CHS Main Office.</i>	
	Legal Guardianship *If Applicable* <i>If not living with both parents, copy of guardianship must be provided (REQUIRED). If joint custody, both parents should be listed on ALL registration forms.</i>	
	Entered into Power School	
	Ready for a Registration Appointment	

After your paperwork has been processed by our Registrar, you will be contacted to set up a Registration Appointment with either your School Counselor or our Special Education Coordinator.

Registration Appointment Date/Time:		
	Appointment with School Counselor:	Appointment with SpEd Coordinator:
Robinson (A-D)	Bawden (L-Ri)	Heidi Foreman (A-Z)
Meldrum (E-K)	Ferlicka (Ro-Z)	

Vaccines Required for School Attendance, Preschool -12th Grade As of October 2015



VACCINE	PRESCHOOL ¹	KINDERGARTEN - 12 TH GRADE
Haemophilus influenza Type B (Hib)	1 dose (given on or after the 1 st birthday, unless child is older than 59 months) ²	None Needed
Diphtheria, Tetanus, and Pertussis (DTaP, DT, Td, Tdap)	4 doses	4 doses (one dose must be given on or after 4 th birthday) ^{3,4} Plus 1 dose of Tdap (prior to entering 7 th grade) ⁶
Polio (IPV or OPV)	3 doses	3 doses (one dose must be given on or after 4 th birthday)
Measles, Mumps, and Rubella (MMR)	1 dose (dose must be given on or after 1 st birthday)	2 doses (first dose must be given on or after 1 st birthday, and spacing between doses is 4 weeks)
Varicella "chickenpox" (Var)	1 dose (dose must be given on or after 1 st birthday) ⁶	2 doses (first dose must be given on or after 1 st birthday, spacing between doses is 12 weeks for children under 13 years, and 4 weeks for those 13 years and older) ^{5,6}

¹Per MCA 20-5-402 a preschool is defined as a facility that provides, on a regular basis and as its primary purpose, educational instruction designed for children 5 years of age or younger and that: (a) serves no child under 5 years of age for more than 3 hours a day; and (b) serves no child 5 years of age for more than 6 hours a day.

²Hib vaccine is not recommended for children older than 59 months.

³DT vaccine administered to pupils less than seven years of age is acceptable only if accompanied by a medical exemption that exempts the pupil from pertussis vaccination per ARM 37.114.705.

⁴A pupil 7 years or older who has not completed the DTaP requirement must receive additional doses of Td/Tdap vaccine to reach a minimum of 3 doses of any combination of DTaP, Td, Tdap or DTP per ARM 37.114.705.

⁵While it is not recommended, if a child younger than 13 years receives their second dose of varicella at an interval of 4 weeks or longer, the dose does **not** need to be repeated.

⁶As of October 1, 2015 pupils are required to have varicella vaccine and all pupils 7th-12th grade must have a Tdap vaccine.

Note: A four day grace period may apply, as appropriate, per the Advisory Committee on Immunization Practice (ACIP) recommendations.