



# 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](http://chs.helenaschools.org).

| ✓ | Documentation Required Prior to Enrollment   | Office Use Only |
|---|--|-----------------|
|   | <b>Release of Records Form</b><br><i>Complete form and leave at Main Office ASAP</i>   |                 |
|   | <b>Proof of Immunizations (MT Vaccine Requirements on back)</b><br><i>This is typically provided by your student's previous school, via the Release of Records process.</i>  |                 |
|   | <b>Copy of Birth Certificate</b><br><i>This is typically provided by your student's previous school, via the Release of Records process.</i>   |                 |
|   | <b>Copy of Transcript from Previous School</b> *Required for Grades 10-12 ONLY.*<br><i>This is typically provided by your student's previous school, via the Release of Records process.</i>   |                 |
|   | <b>Verification of Identity for Parent or Legal Guardian</b><br><b>One of the following:</b> (a) Current Montana Driver's License; (b) Current ID Card from the DMV, (c) Valid Passport  |                 |
|   | <b>Legal Guardianship</b> *If Applicable*<br><i>If not living with both parents, copy of guardianship must be provided (REQUIRED).<br/>If joint custody, both parents should be listed on ALL registration forms.</i>  |                 |
|   | <b>Verification of Residence</b><br><b>A parent or legal guardian must provide the following items with name and current address:</b><br><b>One of the following:</b> (a) Homeowner's/Renter's Insurance Policy; (b) Property Tax Statement; (c) Rental Property Contract, Lease, or Payment Receipt (current). -AND-<br><b>Two of the following:</b> (a) Most Recent Pay Stub; (b) Voter Registration; (c) Automobile Insurance in combination with Automobile Registration; (d) Official Letter for Social Service/Government Agency, within 45 days; (e) Bank Statement, within 45 days; (f) Utility Bill, within 45 days |                 |
|   | <b>Address Checked for Helena School District #1</b><br><i>If address is in question, contact the Helena School District Tuition Office at 324-2000.</i>   |                 |
|   | <b>In-District Transfer Request Form</b> *If Applicable*<br><i>If address isn't within the CHS boundary, this process must be completed. Forms are available from the CHS Main Office.</i>   |                 |
|   | <b>Out-Of-District Transfer Request Form</b> *If Applicable*<br><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>  |                 |
|   | <b>Helena School District K-12 Enrollment Registration Form</b>  |                 |
|   | <b>Montana High School Association Form</b>  |                 |
|   | <b>Opt-Out Notification Form</b> *Optional*  |                 |
|   | <b>Title VII Student Eligibility Certification (506 Form)</b> *Optional*   |                 |
|   | <b>Health History Form</b>   |                 |
|   | <b>CHS Registration Form</b>   |                 |
|   | <b>Entered into Power School</b>   |                 |
|   | <b>Ready for a Registration Appointment</b>  |                 |

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)                    |                                    |