

## GLENDALE HIGH SCHOOL GUIDANCE OFFICE

2727 S. Ingram Mill Road ~ Springfield, MO 65804

Phone: 417-523-8960 Fax: 417-523-8997

### ENROLLMENT PROCEDURES

**IMPORTANT:** THE ENROLLMENT PROCESS WILL NOT OCCUR UNTIL ALL PROPER DOCUMENTATION IS RECEIVED. AN APPOINTMENT TO SCHEDULE FOR CLASSES WILL NOT BE SET UNTIL SUCH TIME.

**A parent/guardian must present the following items prior to enrollment at Glendale High School *per district requirements*:**

1. Proof of Residence: The proof of residence MUST be one of the following:
  - **Unpaid City Utilities** utility bill with parent/guardian name and address;
  - Lease/rental agreement signed by landlord and tenant, or a landlord's written statement on letterhead with the landlord's address and phone number; OR
  - Recent contract for home purchase with parent/guardian name and address.
- PLEASE NOTE:** If a student does not live with parent(s), call our office at 417-523-8960 for more information. It is possible that a guardian affidavit issued at the SPS Kraft Administration Center may be necessary. KAC is located at 1359 E. St. Louis, and a contact number is 417-523-0011.
- Questions about bus transportation: Please call 417-523-0500 for information.
2. Complete Immunization Records: YOUR CHILD CANNOT ATTEND SCHOOL IN MISSOURI WITHOUT CURRENT IMMUNIZATIONS AND WILL BE UNABLE TO ATTEND CLASSES UNTIL COMPLIANT. If you know your child needs a shot, call your doctor or contact the Health Department at 417-874-1220 to make an appointment.
3. Birth Certificate: The student must be enrolled by legal last name as indicated on the birth certificate. If a name has been legally changed since the birth certificate was issued, please provide that pertinent documentation as well.
4. Social Security Card
5. Student Transcript: An unofficial copy of the transcript is MANDATORY for Grades 10-12 or for Grade 9 students who have received any 9th grade credit. We will request a transcript from the previous school but it may cause a delay in meeting with a counselor to schedule for classes if not provided by you.
6. Completed Enrollment Packet: Please complete the attached forms and return them with all other required documents. **PLEASE NOTE:** The parent/guardian signature on the back page of the Application for Enrollment can be witnessed when the enrollment packet is returned to the Guidance Office. You (the parent/guardian) do not need to have this form notarized but please do not sign the form until you arrive at Glendale High School.
7. Individual Educational Plan (IEP): If a student has an Individual Educational Plan, a copy of the IEP and Diagnostic Summary must be received at Glendale prior to enrollment. This information must come directly from the previous school. Your copy is not acceptable.
8. Discipline/low attendance: If records from the sending school indicate discipline concerns or an attendance rate below 90%, an appointment involving the assistant principal or principal must be made prior to the student receiving a schedule. With approval, the student will then meet with a counselor to schedule classes.

**THANK YOU FOR YOUR COOPERATION!**

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