

SAHUARITA HIGH SCHOOL REGISTRAR'S OFFICE

Phone: 520-625-3502 Ext. 1591

Fax: 520-393-7041

REGISTRATIONS AND WITHDRAWALS

Please call Susan Lynch, Counseling Office Secretary, at 625-3502 ext. 1523

REGISTERING NEW STUDENTS TO THE DISTRICT

The following information is **absolutely necessary** to register your child:

- Proof of residency with your name and the address (mortgage, lease, utility bill).
- Copy of student's birth certificate
- Copy of student's immunizations
- Parent/Guardian Picture ID (Driver's License)
- Most current Official Transcript
- Withdrawal Form along with current grades/transfer grades from the last school attended
- Special Education Records/504 Plan (if applicable), Speech/Language, Title 1 (if applicable)
- Proof of legal guardianship documents (if applicable)

DOCUMENTATION INFORMATION/CLARIFICATION

- **Proof of Residency**-You must provide proof that you reside in our school district: no one will be allowed to register without appropriate documentation. Acceptable proof of residency includes a sale or rental agreement, current month utility bill, OR current homeowner's insurance policy. No other form of documentation is accepted. Please note that if you are renting from an individual rather than a company, the rental agreement must be notarized and contain the full name, address and phone number of the property owner that is renting the property to the renter. Identification has to be provided as proof of residency. P.O. Box Numbers are NOT proof of residency. The State and district require a physical address located within the boundaries of the district.
- **Birth Certificate**-A photocopy of a state issued birth certificate is acceptable.
- **Immunization Records**- Students who enroll without proof of current immunization records will be allowed 2 weeks to present proof of compliance. If an immunization record is not presented in 2 weeks, the student will be withdrawn from the school as per Sahuarita Unified School District # 30 School Board Policy.
- **Official Transcript/Withdrawal Form**- If you do not have such documentation please contact your previous school and ask them to fax it to us (520-393-7041). Please be sure we have your current phone number so we may contact you when we receive the information required to register your child.
- **Current Custody or Legal Guardianship Papers**-Sahuarita School District #30 School Board Policy requires that a student must reside with the custodial parent or legal guardian to enroll in our district. If the parents are separated or divorced, we must have a copy of the custody agreement. Legal guardianship is court-appointed and we must have a copy of the paperwork. If parents are in-state, we require official guardianship papers.

WITHDRAWING STUDENTS

In order to withdraw a student, please contact the Registrar 24 hours prior to the student's last day of attendance. Students will be given a Student Withdrawal Check Out Form to carry to each class throughout the day on their last day. A Parent or Guardian should call the Registrar or be present to sign the withdrawal slip on the last day. A copy of all withdrawal papers will be given to the student/parent to take with them to enroll in the new school. To complete the process be sure to:

- Bring all your child's textbooks, library books, and other school property with you to turn in at this time to the Counseling Office. Be prepared to pay for fines or missing material at the main office.
- Please show identification to prove you are the legal guardian of the child you are planning to withdraw.
- If possible, have the name and address of the school your child will be attending once you arrive at your new residence.

Should you have questions concerning student registrations or withdrawals, please contact the Registrar, Hector Romero, in the Sahuarita High School Counseling Office at 520-625-3502 ext. 1591.