

Westlake High School

New Student Registration by Appointment



Items required to register a new student.....

The following information is required by law in order to enroll a new student. If any of these items are missing, we will not be able to complete the registration.

1. - **Withdraw Form/Transcript/Report Card**—Obtained from previous school.
2. - **Registration Form**—Signed by the Custodial Guardian.
3. - **Custodial Guardianship Form**—This form must show proof of guardianship. A copy of the **DIVORCE DECREE** is required to establish physical and custodial rights (if this applies to you). If the student is not living with the custodial guardian, you must complete a **Power of Attorney form** or meet with Student Services at the Alpine School District Offices.
4. - **Birth Certificate**—You must bring the original birth certificate to be copied, We can no longer accept the wallet size birth certificates.
5. - **Immunization Records**—Students must be current on all immunizations before they will be allowed to register or select any classes (if shots are needed, contact the Public Health Department.)

10th - 12th Grade Students must have:

- 5 DTP/Dtap/DT/Td
- 1 Tdap or Td Booster
- 4 Polio
- 2 MMR
- 3 Hepatitis B (HBV)
- 1 Varicella Chickenpox
 - History of Disease OK, Parent must sign Pink Immunization Card
 - If student is 12 years old, 2 doses is required
- 2 Hepatitis A (HAV)

**** If your student has been out of the country within the last 6 months you will also need to have a TB test and have it checked to be negative before you register. This must occur after your student has entered into the U.S.**

6. - **Proof of Residency**— You need one of the following: **Utility bill, lease agreement, or a purchase agreement.** A notarized Living with declaration of residence form is required if you are living with a family member. This paperwork must be filled out before you can enroll. (Form available in the counseling office)

7. - **Special Education**—If your student has been serviced in Special Education classes, you will need to contact the previous school to obtain a current copy of his/her IEP.

8. - **Internet Usage Form**—Must be filled out and returned.

- ❖ This packet must be completed and submitted to the counseling office in order for us to process your students' class registration. **New student registration is by appointment only.**

Westlake High School Counseling Office	
99 N. 200 W. Saratoga Springs	801-610-8816
	Fax 801-768-1098
Alpine School District Office	
575 North 100 East, American Fork	801-610-8400
Student Services	
Debbie Hale, Room 240	801-610-8485
Public Health Department	
151 N. University Ave., Provo	801-370-8700
Bus Information	
Transportation Office	801-640-8850