

## Capital High Out-of-District Enrollment Checklist

Please use following checklist to ensure that all of your paperwork for enrollment is complete. This will help the approval process move forward in a timely fashion. Course requests will be processed after enrollment has been approved by the Assistant Superintendent's office. Questions? Please contact the CHS counseling department at 324-2604.

Required forms to be returned to the Capital High Counseling Department:

1. \_\_\_\_\_ **Out-of-District Transfer Form** with supporting documents (academic records, attendance records, behavior records, special education records)
2. \_\_\_\_\_ **Tuition Form**. Tuition for the Helena School District is \$175.00. Please do not include payment at this time. A bill will be mailed later in the academic year.
3. \_\_\_\_\_ **Request for Records**. This will allow us to request you child's cumulative file from his/her current middle school. We will not request records until the end of the school year and only after approval by the Assistant Superintendent.
4. \_\_\_\_\_ **Capital High Registration Form**. Please complete all demographic information and request courses carefully. Please follow all directions so that courses can be processed accordingly.
5. \_\_\_\_\_ **Helena School District Registration**. Please complete all required fields. This form is required for anyone new to Helena Public Schools.
6. \_\_\_\_\_ **Health History Form**. This document is reviewed by our school nurse.
7. \_\_\_\_\_ **Verification of Residence**. Please provide a copy of a document that confirms your physical address; for example, a utility bill, lease agreement or tax statement.

