



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.

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

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) Meldrum (E-K)	Bawden (L-Ri) Berg (Ro-Z)	Heidi Foreman (A-Z)

