

## **CENTRALIA HIGH SCHOOL ENROLLMENT PROCESS FOR ALL NEW AND RE-ENROLLING STUDENTS**

### **Step 1 – Main Office**

1. Must fill out **Enrollment Form** (Salmon colored).
2. If student is re-enrolling, student must clear any fines before proceeding.
3. Enrollment form must be initialed by Main Office personnel to proceed to Step 2.

### **Step 2 – Attendance Office**

1. Must meet with Assistant Principal to make sure all proper paperwork is complete including the following:
  - Proof of Residency (2 forms)
  - Birth Certificate (copy is sufficient)
  - Current physical (must have one that was done when entering high school)
  - Up-to-date immunization form
  - Custody forms if not living with parent or legal guardian
  - Illinois Transfer Form (if coming from in-state school)
  - Transcript from previous school
  - Current IEP / Psychological (if applicable)
2. A **Request for Information** form must be signed by a legal guardian and/or the student if 18 yrs. or older.
3. Enrollment form must be initialed by Asst. Principal to proceed to Step 3.

### **Step 3 – Guidance Office**

1. Setting Up of Student's Schedule – an appointment will be made with the student's counselor when all necessary paperwork is received by the Assistant Principals in the Attendance Office.

Students without an IEP – Counselor's will be determined by last name.

- A – G Mr. Ashby (ext. 3026)
- H – O Mrs. Love (ext. 3027)
- P – Z Mr. Harlan (ext. 3021)

Students with IEP's

- CHS Students – Ms. Griffin (ext. 3025)
- Annex Students – Mr. Cameron (ext. 3019)

2. Student will be given Registration packet by their Counselor when schedule is complete.

#### **Step 4 – Main Office**

1. All completed Registration Papers must be turned in. These include:
  - Yellow Registration Form (required)
  - Registration fee of \$50.00 must be paid (if applicable)
  - Medication Authorization Form (required)
  - Race & Ethnicity Data Standards Form (required)
  - Financial Information for Grants & Free and Reduced-Priced Meals (required)
  - Internet Agreement (required)
  - School-Parent-Student Agreement (required)
  - Home Language Survey (required for freshmen or new students only)
  - Parking Permit Registration - (optional)
    - Cost \$10.00 per year
    - Must show valid driver's license, registration, and insurance
  - Yearbook Notice (optional)
  - ACT Release (Junior only)

#### **CHS Students**

2. Student will receive a copy of their schedule.
3. Students will receive a school issued lock.
4. Student will receive a copy of the CHS Student Handbook.
5. Student will be given a tour of the school and shown where their classes are located as well as where their locker is.
6. CHS students having Physical Education will be required to purchase a P.E. uniform at a cost of \$16.00.

#### **Annex Students**

2. Student and parent will meet with administration to familiarize themselves with expectations of the Annex program.
3. Student will be placed in an appropriate classroom based on their age and IEP.

#### **Questions regarding enrollment may be directed to:**

Jeff Skillette  
Assistant Principal  
618-532-7391 ext. 3011

Tom Siegler  
Assistant Principal  
618-532-7391 ext. 3010

#### **Transcripts and other enrollment information may be mailed to:**

Centralia High School  
Attn: Guidance Office  
2100 E. Calumet Street  
Centralia, IL 62801

#### **Or faxed to:**

CHS Attendance Office      618-533-8051  
CHS Guidance Office      618-532-0640