

# Welcome to Snow Hill High School



## Snow Hill High School

305 South Church Street

Snow Hill, MD 21863

Guidance (410) 632 – 5280 Fax (410) 632 – 5279

### PARENT REGISTRATION CHECKLIST FOR NEW STUDENTS

*Students cannot be registered without the following items:*

- 1) **PROOF OF RESIDENCE** – One of the following items **MUST** be submitted:
  - Current Utility Bill (Gas, Electric, Cable, Water) with name, address and service location. Disconnect notices will not be accepted.
  - Purchase Contract or Lease/Rental Agreement (must be on the letterhead of rental company) – Must be signed and dated.
  
- 2) **IMMUNIZATION RECORDS**

All Grades – To comply with Maryland State Law, these immunizations are required for school attendance: DTaP/DTP/Tdap/DT/Td (3 doses); Measles (2 doses – 1<sup>st</sup> dose must have been given after the 1<sup>st</sup> birthday); Mumps (1 dose); Rubella (1 dose); Hepatitis B (3 doses); Varicella (chicken pox) (1 or 2 doses) – 1 dose of varicella is required for a student younger than 13 years old, 2 doses are required for a previously unvaccinated student 13 years or older. Medical diagnosis of varicella disease is acceptable in lieu of vaccination. Documentation must include month and year and must be signed by a physician or health care provider. In the absence of documentation, a blood test may verify immunity.
  
- 3) **BIRTH CERTIFICATE (STATE CERTIFIED)** – All students must have a Birth Certificate on file.
  
- 4) **UNOFFICIAL TRANSCRIPTS (Previous schools will mail Official Transcripts), DISCIPLINE AND ATTENDANCE RECORDS** – must be provided.
  
- 5) **WITHDRAWAL DOCUMENTS** – Students will need official withdrawal documents and transfer grades from their previous school(s) if enrolling during the school year. Failure to provide transfer grades may result in loss of credit.

**6) ALL STUDENTS ENROLLING MUST BE ACCOMPANIED BY A PARENT OR LEGAL GUARDIAN** – See below if Guardian

**LEGAL GUARDIANSHIP OR CUSTODY PAPERS** – One of the following must be submitted:

- Current Valid Court Order
- Maryland Court Approved Guardianship Papers
- Documentation from Maryland court showing the pending court date for your Guardianship hearing. Final papers must be provided within a week following the hearing date.

**7) SPECIAL EDUCATION STUDENTS** – Please attach a current copy of **IEP or 504** and current Psychological report.

**8) SHHS REGISTRATION PACKET** – Please complete and sign all forms (these forms must be presented at the time of enrollment):

- Consent for Disclosure of Student Records, Pupil Data Information Sheet, Additional Services Registration Questionnaire, Home Language Survey, Computer Technology Agreement, Emergency Information/Registration Card, Health Assessment, Health History.

**9) TRANSFERRING FROM A FOREIGN SCHOOL** – The following additional documentation is required:

- A copy of the student's transcript that has been translated into English as well as a description of the grading system, Immunization records must also be translated into English, A current tuberculosis test and a physical exam.

**10) TRANSFERRING FROM A HOME SCHOOL PROGRAM** – The following additional documentation is required:

- Evidence of work completed is necessary. Please contact Mrs. Eloise Henry-Gordy, Home School Coordinator at the Worcester County Board of Education Student Services Office, 410-632-5069

**Please be prepared to present these items. If the guidance office is asked to request any of these documents to be faxed from the previous school, your registration may be delayed.**

Thank you for taking an active role in your student's education!

April D. Powell, Snow Hill High School Registrar/Secretary

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