

NEW STUDENT REGISTRATION CHECK SHEET FOR PARENT/GUARDIAN

<p style="text-align: center;">PACIFIC GROVE HIGH SCHOOL 615 Sunset Drive Pacific Grove, CA 93950 831 646-6590 Ext. 277/Fax: 831-646-6660 Attn: Guidance Office Registration by appointment only (Debby Farmer, Guidance Secretary) Guidance Office Hours: Mon-Fri 7:30am - 4:00pm (Closed in July)</p> <p><u>COUNSELORS:</u> Stefanie Briscoe - Last names beginning with A - H Beth Rutledge - Last names beginning with I-M Pat Rolander - Last names beginning with N-Z</p>
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To attend the PGUSD schools, a student must live within the district boundary- which generally means within Pacific Grove city limits, or in Pebble Beach between Pacific Grove and the Bird Rock area. Board Policy 5111.1 requires enforcement of the residency requirement).

DOCUMENTS NEEDED TO REGISTER:

- Student Information Sheet*
- Proof of residency: (**NOTE:** We do not accept telephone or cell phone bills as a proof of residency.)
 - **RENTAL:** If you reside in a rental/lease* within the Pacific Grove Unified School district, please provide a copy of the lease and a current utility bill (PG&E, Cable, or Water only). The parent(s) and student information MUST match the residential address.
NOTE: *If this is a new address, a utility bill must be provided no later than 30 days from when a rental/lease agreement copy is provided.*
 - **HOMEOWNER:** If you are a home owner within the Pacific Grove Unified School district, please provide a current utility bill (PG&E, Cable, or Water.) The parent(s) and student information MUST match the residential address.
 - **GUARDIANSHIP/SHARED RESIDENCY:** Please contact the *District Office* at **646-6517** if (1) the student does not reside with the parent(s), to obtain a **Caregiver Affidavit** document (valid for one school year) or (2) if the parent(s) share a home (and are not on the lease or are not the home owner), to obtain a **Shared Residency** document (valid for one school year).
- Birth certificate (original or certified copy)/Passport (if non-US citizen)
- PROOF OF IMMUNIZATIONS** The P.G.U.S.D. accepts the following as proof of immunization: Copy of immunization record from previous school attended, yellow immunization card, doctor's record of immunizations.
- INCOMING SOPHOMORES, JUNIORS AND SENIORS** Please **provide an unofficial copy of student's transcript from his/her previous school** and any other pertinent data that may be helpful to the counselor in placing student in appropriate classes.
- Home Language Survey*
- Current copy of 504 Plan, IEP (if applicable)

Once you have these documents together, please call the Guidance Office at **831 646-6590x277 (Debby Farmer)** to schedule your appointment with a counselor. The appointment will be rescheduled if these documents are not provided

ADDITIONAL REGISTRATION PACKET FORMS (available at the Guidance Office)

At the time of your appointment, please be sure that these forms have been completely filled out:

- Student Emergency Contact Card*
- Telecommunications-User Agreement/Acceptable Use Policy*
- Permission for Open Campus (10th-12th Grade Only)*
- Student Health Inventory*

*The forms part of a registration packet and are not available online. You may pick up a registration packet Mon-Fri from 7:30am-4:00pm During the month of July, packets are available at our district office, 555 Sinex Avenue, Pacific Grove. 646-6510