

PARENT/GUARDIAN REGISTRATION CHECK SHEET FOR STUDENTS WHO ARE NEW TO THE SCHOOL DISTRICT

Pacific Grove High School
615 Sunset Drive
Pacific Grove, CA 93950
www.pghs.org

Registration by appointment only
Guidance Office Hours: Mon – Fri 7:30am – 4:00pm
831 646-6590 x277, Debby Farmer, Guidance Secretary
831 646-6660 - Fax

COUNSELORS:

Stefanie Briscoe – Last names beginning with A-K
Pat Rolander – Last names beginning with L-Z

Closed during the month of July; Contact the District Office 831 646-6510

*In order 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. (Those between Bird Rock and Carmel should contact the Carmel USD or Monterey Peninsula Unified School District to determine in which district they reside. Proof of residency must be brought to **Pacific Grove High School** for verification. If you have any questions about residency or where your current or future address lies relative to the boundary, please call the Business Office at 831-646-6517.*

To **begin** the registration process for your student(s), please bring a proof of residency and pick up a registration packet from the Guidance Office

NOTE: PGUSD does not offer inter-district transfers. Students must live within our school district.

REQUIRED REGISTRATION FORMS/INFORMATION TO BE SUBMITTED BEFORE AN APPOINTMENT CAN BE MADE WITH A COUNSELOR

- Residency Affidavit* or District Office Issued Caregiver Affidavit /Shared Residency Affidavit
- For Incoming Freshmen – Recent Report Card
- Grade 10-12 – Unofficial transcript and/or Withdrawal Sheet with current grades
- Birth Certificate (official or notarized copy only) or Passport (if non-US citizen)
- Proof of Immunization – **NOTE: Proof of chicken pox immunization is required.**
- Student Information Sheet (Green)*
- Student Health Information Sheet*
- Home Language Survey*
- Emergency Card*
- Library Tech User Agreement*

*.*These forms are included with the registration packet, and cannot be downloaded.*

Once the above documents/forms have been submitted to the Guidance Office Secretary, an appointment can be scheduled with a counselor to schedule classes. Please call the Guidance Office at 831 646-6590 x277, Debby Farmer or email dfarmer@pgusd.org.

Scroll down to, Page Two, to read detailed information on Proof of Residency

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Instructions for Submitting a Residency Affidavit

Please submit the required pieces of evidence listed below and complete the Residency Affidavit/Pre-Registration Form (on the reverse side) on if you meet the criteria on **A & B** only.

- A. If you own the property in which you reside, please attach one of the following:
- Current copy of a utility bill from either **PG&E, Cable Bill, Water Company, or Garbage Service**. **NOTE:** We cannot accept cell phone or telephone bills as proof of residency.
 - Copy of your Monterey County Tax Bill or Mortgage Statement
- B. If you are renting the property in which you reside, please attach one of the following:
- A current copy of your rental/lease agreement and/or a “confirmation of service” or current utility bill from either **PG&E, Cable Company, Water Company, or Garbage Service**.
 - **NOTE:** We cannot accept cell phone or telephone bills as proof of residency.
 - If a current utility bill is not available, due to a recent address change, please provide a utility bill within 30 days from registration/address change.
 - If your lease states that all utilities are included, please provide one of the items below in your name:
 - Proof of Residency from the Monterey County Registrar of Voters; or
 - Current DMV vehicle registration showing residency property address; or
 - One other recent bill mailed to you at your residence address

Please contact our District Office at (831)646-6517, if you meet the criteria on **C & D** only.

- C. If the student(s) parent(s)/legal guardian are sharing a home with another individual or family, please contact our District Office at (831) 646-6517 to apply for a **Shared Residency**. *This document must be renewed each school year.*
- D. If your student will be living with someone other than their parents(s) or legal guardian(s), please contact our District Office at (831) 646-6517 for a **Caregiver Affidavit**. *This document must be renewed each school year.*

NOTE: If the legal custody of a child is split between two parents, in addition to the documents above, please attach a certified copy of the court order identifying each parent’s respective award of physical custody.

If you have any further questions about registration, please call the Guidance Office at (831) 646-6517 x277 (Debby Farmer)

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