

Landstown High School New Student Enrollment Procedures

Enrollments are done by appointment only. Parents that arrive 20 minutes late will be asked to reschedule the appointment. Enrollment packets are available in the School Counseling office. Please complete the packet in its entirety and return to **Mrs. McAndrews**, the School Counseling registrar, for review. The following documents must be included:

1. The following are acceptable documents for Verification of Residency: Title deed, mortgage booklet, mortgage statement or current tax assessment, Lease agreement/rental contract or current rent receipt – a new lease/addendum will need to be provided upon expiration (subleases will not be accepted) **AND** most recent utility bill (gas, electric, water only) Deposit receipt for utility start-up (recent). If you do not personally own or rent the residence, please see number 5.
2. Student's up-to-date immunization record
3. Original birth certificate
4. Student's full transcript and discipline record from previous school*

**If the student is transferring from another VBCPS school, please make sure the student has been withdrawn from the previous school. Please bring the withdrawal paperwork provided by the previous school with you to LHS.*

5. If the residence is not in the name of the parent/guardian, please ask for a **Shared Housing Application** along with the packet. The homeowner must provide a copy of their lease, mortgage, mortgage statement or deed, and current utility bill. Mrs. McAndrews can notarize the Shared Housing documents. This is done annually.

A natural or court appointed guardian **MUST** do the enrollment. The court appointed guardian must provide the court order signed by a judge which outlines the custody arrangements. There may be additional custody registration forms to complete along with further documentation that will need approval before an enrollment appointment can be made.

Once all documents have been reviewed by Mrs. McAndrews for accuracy and completion, an enrollment appointment will then be scheduled for the next available date and time. On the day of enrollment, the student and parent/guardian will meet with the school counselor to go over course selection. Again, late arrival will result in rescheduling the appointment.