

## Families NEW to the Richland School District: ONLINE ENROLLMENT PROCEDURES

Welcome to the Richland School District where we *educate every student for success!* To enroll your student who is new to our District:

- 1) Go to the District website at: [www.rsd.edu](http://www.rsd.edu)
- 2) Find and click on "2020-2021 Info"
- 3) Find and click on "Enrollment Info"
- 4) Find and click on the "PowerSchool Online Registration portal" link
- 5) Create your account
- 6) Enter all enrollment data and submit

The receiving school will review your student's enrollment data and verify school boundary. Out of district/boundary transfers must be submitted & approved through the School District Office at 615 Snow Ave.

- 7) Once verified, you will receive a *Welcome* email
- 8) You will provide the school a current, original Immunization record, Proof of Residency\*, Birth Certificate, and parent/guardian photo identification

\*(Proof of Residency includes Rental/Lease agreement, home purchase documents, or electricity bill and must include parent/guardian name(s) and verify current address.)

- 9) Additionally, please provide a copy of your student's complete transcript from previous middle/junior (incoming 9<sup>th</sup> grader) or high school(s) (incoming 10-12<sup>th</sup> grader)
- 10) Contact assigned counselor to make appointment to discuss student's schedule

### Richland High School Counselors:

<u>Last Name begins with:</u>	<u>Counselor's name:</u>	<u>Counselor's phone:</u>	<u>Counselor's email:</u>
A-C	Jill Falkner	(509) 967-6547	<a href="mailto:Jill.Falkner@rsd.edu">Jill.Falkner@rsd.edu</a>
D-H	Wendi Hendricks	(509) 967-6546	<a href="mailto:Wendi.Hendricks@rsd.edu">Wendi.Hendricks@rsd.edu</a>
I-M	Chandra Markel	(509) 967-6544	<a href="mailto:Chandra.Markel@rsd.edu">Chandra.Markel@rsd.edu</a>
N-R	Denise Reddinger	(509) 967-6545	<a href="mailto:Denise.Reddinger@rsd.edu">Denise.Reddinger@rsd.edu</a>
S-Z	Mitch Kochis	(509) 967-6563	<a href="mailto:mitch.kochis@rsd.edu">mitch.kochis@rsd.edu</a>



## Before you enroll - Protect your Eligibility

WIAA Eligibility Information

October 2019

Parents and Students,

Prior to enrolling your student in a new school, please review the following eligibility questions. Depending on the answer to any of the below statements, it may be recommended that you meet with the Athletic Director prior to enrolling. Once enrolled, your eligibility for extracurricular activities can be impacted.

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Yes No

1. The student has competed in interscholastic athletics and/or club, community sports in the past calendar year.

Yes No

2. The student intends to compete in interscholastic athletics at this school.

**If the answer is yes to both questions, move on to the next question.**

**If the answer is no to question 2. No need to continue.**

Yes No

3. The students entire family unit has had a change of residence (physical relocation) into the boundaries of this school and has vacated occupancy of their previous residence.

- Residence is defined as the place where the family has established its home and/or the place where the student is habitually present and to which, when departing, the student intends to return.
- Family unit is defined as the adult(s) who the student has resided with, and acted in a parental capacity of the student and siblings for a period of at least 1 year.

**If the answer is yes to question 3 student is most likely eligible with residency. Please connect family with Athletic Director.**

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