



NORTH ANDOVER HIGH SCHOOL

GUIDANCE DEPARTMENT

430 Osgood Street

North Andover, MA 01845

Tel - 978-794-2090; Fax - 978-794-2097

NAHS PARENT/GUARDIAN PROCEDURES TO REGISTER STUDENTS FOR GRADES 10, 11, 12

- ☐ Go online to pre-register a new or returning student on the North Andover Public Schools district registration portal:

<https://www.northandoverpublicschools.com/about-us/student-registration>

- ☐ Once you pre-register your student you will receive an email instructing you to login or create a Powerschool Parent Account.

- ☐ While in your Powerschool Parent Account, complete the following required registration forms:

1. Health Information & Medical Authorizations - including upload of immunization record and most recent physical
2. Home Language Survey
3. Demographics
4. Address & Residency - including upload of required documents listed in Powerschool
5. Previous Enrollment and Records Release
6. Guardians & Contacts
7. Birth Verification - including upload of birth certificate or passport
8. Permissions & Agreements
9. Services History
10. Acknowledgement of Completion

- ☐ The following documents need to be submitted directly to the NAHS Guidance Office: Either scan and email them to Debbie Conti at contid@northandoverpublicschools.com or drop them off in the Guidance Office at the high school.

1. MIAA Transfer Rule - Short Form (for students who want to play a sport at NAHS) - Attached
2. BEFORE a student can meet with their guidance counselor to select classes, the following documents must be provided by the parent or previous school. See attached Records Release Request Form.

- ☐ An up-to-date copy of student's transcript and current grades
- ☐ A copy of student's full year course schedule from previous school if available

3. Is the student currently on an IEP or 504 plan? Yes ____ No ____

- ☐ If you answered yes to the above question, would you like the student to receive similar services at North Andover High School? Yes ____ No ____
- ☐ If you answered yes to the above question, we will need a copy of the IEP or 504 plan, as well as a copy of the neuropsychological testing in support of the plan.

- ☐ Once you have completed these steps, Mrs. Conti, will reach out to you to schedule an appointment to meet with a guidance counselor and set up a class schedule.

Rev: 4/6/2022

MIAA Transfer Rule - Short Form

For student athletes who would like to play sports at NAHS

Student Name: _____ Grade: _____ Date of Enrollment: _____

Date of Birth: _____ Home Address: _____

Student's reason for transfer: _____

Name of school you are coming from: _____

Please list ALL athletic participants since first entering Grade 9 below (include level of play, e.g: F, JV, V, AAU etc. and school)

	Grade 9 year	Grade 10 year	Grade 11 year	Grade 12 year
Fall:				
School name				
Winter:				
School name				
Spring:				
School name				

North Andover High School
430 Osgood Street
North Andover, MA 01845
Phone: 978-794-2090
FAX: 978-794-2097

RECORDS RELEASE REQUEST

The student listed below has recently enrolled at North Andover High School. Please forward their school records as soon as possible.

Name of Student: _____

Date of Birth: _____ Current Grade: _____

School Last Attended: _____

School Address: _____

Records to be included:

- ☐ SASID Number, if applicable
- ☐ Academic Transcripts including grades to date
- ☐ Class schedule for next academic year, if applicable
- ☐ Test Scores including MCAS results, if applicable
- ☐ Health Records
- ☐ Discipline and Attendance Records
- ☐ Special Education Records, if applicable
- ☐ Individual Education Plans
- ☐ Evaluations/Assessments
- ☐ ELL/ESL Records

☐ Please forward this information by Email to: Debbie Conti at contid@northandoverpublicschools.com

☐ Please forward this information by mail to: North Andover High School
Guidance Department
430 Osgood Street
North Andover, MA 01845

I authorize the release of the requested information to North Andover High School.

Print Name: _____ Date: _____

Signature: _____