



NORTH ANDOVER HIGH SCHOOL

GUIDANCE DEPARTMENT

430 Osgood Street

North Andover, MA 01845

Phone 978.794.2090 Fax-978.794.2097

NAHS PARENT/GUARDIAN PROCEDURES TO REGISTER FRESHMEN ONLY

- Go on-line** to pre-register your 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

- Please note that incoming students from North Andover Middle School or St. Michael School in North Andover are not required to submit a middle school transcript as part of the registration process.

Students from ALL other schools must submit a middle school transcript for placement purposes. In this case, please complete and return the attached **Records Release Request** form.

- 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, our Administrative Assistant, will reach out to you with further instructions. Feel free to call or email her with any questions you may have at contid@northandoverpublicschools.com.

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North Andover High School
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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: _____