

_____ Student's complete Immunization Records (the law allows for 14 days following entry for compliance).

_____ Medical Action Plans (if applicable).

RECORDS TO NURSE: _____
(office use only)

_____ Print, complete, and bring with you to your appointment the following form:

_____ [Records Release/Request Form](#) (Full address and phone number of previous school required)

REQUEST TO PREVIOUS SCHOOL: _____
(office use only)

_____ [Student Computer and Internet Acceptable Use Form](#)

RECORDS TO LIBRARY: _____
(office use only)

The following documents are **required, if applicable**:

_____ A certified copy of any Court Order establishing Custody or Guardianship from Domestic Relations Court, Probate Court, Juvenile Court, or any other Court of competent jurisdiction which has issued an order regarding the custody/guardianship of the child(ren) being enrolled.

_____ Most current special education Individualized Education Plan (IEP) and Multifactorial Evaluation (MFE).

_____ District of residence of parent when child enters under Court Order to a foster home or is in a custody/guardianship arrangement (SF 14 billing).

4 _____ Highland's website, www.highlandschools.org, has individual building pages for further information.

For incoming Highland High School Students (Middle School if applicable):

1 _____ Review the [Program of Studies](#) and make notes of questions/concerns (high school only).

Other items to bring to assist your counselor in setting up a schedule:

_____ Last report card from previous school.

_____ Previous School's Address and Telephone Number.

_____ An unofficial transcript and copy of proficiency test results along with current schedule.

2 _____ If you anticipate playing a sport, contact the Athletic Department at Extension 5400 or 5401 to obtain information about physicals, try-outs, schedules, and OHSAA eligibility requirements.

3 _____ Review our website at www.highlandschools.org for further information on athletics, music and band activities.

As the parent/legal guardian it is your responsibility to immediately inform the school of any change of residence or custody. Proof of either is required.

Sincerely,

Highland Local Schools