



Checklist for Enrolling in the International Baccalaureate Programme at Tates Creek High School

1. _____ Parents/Students: Communicate with IB Coordinator John Hatfield to ensure full understanding of the IB Programme
 - a. Meet with John Hatfield if you still have questions about the IB Programme
 - b. Receive and read through the TCHS IB brochure – The International Baccalaureate Diploma Programme at Tates Creek High School
 - c. Complete the [FCPS Special Programs Application](#)
 - d. Review the [TCHS IB Website](#)
 - e. Complete the [IB Intent to Participate Form](#).

2. _____ If you are out of area for TCHS contact Registrar [Debbie Gilley](#) at the end of 8th grade year to complete official registration at TCHS.

3. _____ If you are enrolling from out of the county, out of state, private schools or home schools, you must complete the Online Registration. Online Registration can be found on our website <https://www.fcps.net/Page/5954> and must be completed before the beginning of the next school year. You will also need to provide our TCHS Registrar [Debbie Gilley](#) with the following:
 - a. Transcript or 8th grade report card
 - b. Immunization certificate
 - c. Birth Certificate
 - d. Social Security Number
 - e. Proof of address (lease agreement or mortgage statement and current utility bill)

4. _____ Once the TCHS Registrar has received all proper paperwork (for non-FCPS students and/or out of area students), newly enrolled students will then meet with a guidance counselor to create a class schedule.

Contact information:

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TCHS IB Coordinator
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