

# **PORT NECHES-GROVES HIGH SCHOOL COUNSELORS' OFFICE**

**Dr. Scott Ryan, Principal**  
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**Kelley Wueller, Counselor**  
**Paisley Ware, Counselor**

**Rachel Lawson, Counselor**  
**Raina Nichols, Counselor**  
**Kaleigh Gaspard, Counselor**

## **DOCUMENTS REQUIRED FOR ENROLLING NEW STUDENTS:**

- *Withdrawal form from previous school*
- *Proof of Residence Requirements: A current **water, gas, or electric** bill with the parent/legal guardian's name and address on bill.*
- *If renting or leasing, provide **current** lease agreement with all students and parents listed on the contract. Contract must be signed by apartment manager/homeowner and a parent/guardian. Contract must include current lease dates. Lease may not appear to have been altered.*
- *\*\*If applicable, divorce decree in full, showing parent with right to determine residence*
- *\*\*If applicable, court documents for guardianship*
- *Parent/guardian's drivers license matching proof of residence(required by state law)*
- *Student's birth certificate from vital statistics office. (Hospital copy not accepted)*
- *US Citizen – Student's Social Security card  
Non Citizen – appropriate legal documentation*
- *Immunization records*
- *Unofficial transcript indicating all credits earned in high school*
- *9<sup>th</sup> Grade Enrollment-Final report card from previous school year indicating PROMOTED*

***Counselors cannot discuss your child's schedule for the new school year without having this information.***

### **The enrollment process requires several steps:**

- 1) To receive proof of residence and all required documents from parent/guardian.***
- 2) PNG must request records through TREX, etc. from previous school.***
- 3) Counselor/parent/student meeting will be scheduled once all of the above are received.***  
***A schedule will not be made until ALL of the requirements listed above are met***

*Note: Port Neches-Groves High School always sends an official request for all records to the previous school by fax or TREX (TREX is a system used only by Texas public schools).*