

Westlake High School New Student Registration

Items required to register a new student...

The following information is required by law in order to enroll a new student. If any of these items are missing, we will not be able to complete the registration process.

1. **Withdrawal Form/Transcript/Report Card**—Obtained from previous school.
2. **Registration Form**—Signed by the Custodial Guardian.
3. **Custodial Guardianship Form**—This form must show proof. A copy of the *Divorce Agreement* is required to establish physical and custodial rights (if this applies to you). If the student is not living with the custodial guardian, you must complete the Power of Attorney or meet with Student Services at the Alpine School District Offices.
4. **Birth Certificate**—Original to be copied. We can no longer accept the wallet size birth certificates.
5. **Immunization Records**—If shots are needed, contact the Public Health Department
 - 9th and 10th grade students must have:
 - 5 DTP/Dtap/DT/Tdap
 - 1 Tdap (TD Booster)
 - 4 Polio
 - 2 MMR
 - 3 Hepatitis B
 - 1 Varicella (Chickenpox)
 - History of Disease OK, Parent Must Sign Pink Immunization Card
 - If student is 12 years old, 2 doses is required
 - 11th and 12th grade students must have:
 - 5 DTP/Dtap/DT/Tdap
 - 4 Polio
 - 2 MMR
6. **Proof of Residency**—You need one of the following: Utility bill, lease agreement, or a purchase agreement. A notarized letter is required if you are living with another family.
7. **Special Education**—If your student has been serviced in Special Education classes, you will need to contact the previous school to obtain a current copy of the IEP.

Westlake High Temporary Info.....	575 North 100 East, American Fork.....	801-756-1861
Alpine School District Office.....	575 North 100 East, American Fork	801-610-8400
Student Services.....	Debbie Hale, Room 240.....	801-610-8485
Public Health Department.....	151 N. University Ave., Provo.....	801-370-8700
Bus Information.....	Transportation Office.....	801-763-7072

New Student Registration will be ongoing through June 15, 2009. **You will need to bring this completed packet back to Mrs. Clark at the Alpine School District Office, Tuesday thru Thursday from 9:00am – 2:00pm.** In order for us to process your students' class registration, this paperwork will need to be completed and submitted. New Student Registration will begin again on August 4, 2009. Watch our website for further details.

<http://westlake.alpinedistrict.org>