

# New Student Enrollment Guidelines

If you wish to transfer your student to Greenfield-Central High School while residing **outside** of the Greenfield-Central school district, you must contact Nancy Alldredge at 317-462-9211 ext. 34100 to set up an appointment to meet with the high school principal and apply for an out-of-district transfer. If you are unsure whether your address is within our district's borders, please feel free to call and ask our central office at 317-462-4434.

If you will be residing **inside** the Greenfield-Central school district, you can directly contact the counseling office for enrollment. Before you can meet with a counselor to enroll your student, you will need the following pieces of information. Once you have gathered the necessary documents, please contact the counseling office to make an enrollment appointment at 317-462-9211 ext. 34205. You can also email either of the staff members listed at the bottom of this form for information or to set up your appointment. Counselors and administrators have many appointments and meetings already scheduled, so we ask that you contact us ahead of time to make an appointment so we can be sure the person you need to meet with is available.

Please bring the following documents with you to the enrollment appointment:

1. Birth certificate (we will make a copy to place in your student's permanent file)
2. Proof of residence in the Greenfield-Central school district (approved documents include utility bill in your name, cell phone bill, mortgage/lease documents, court documents, etc.)
3. Copy of up-to-date immunizations
4. Transcript and/or withdrawal grades from previous school
  - If it is the beginning of a semester, we need an unofficial or official transcript.
  - If it is in the middle of a semester, we need current withdrawal grades and a transcript.
  - If you are coming from an online school, we need current withdrawal grades and a transcript.
5. If your student does not live with both biological parents, you must provide court documentation indicating permission to enroll the student (e.g. divorce decree, court-approved guardianship paperwork).
6. If your student has an IEP or 504 plan, please bring the most recent copy of that paperwork and tell the counseling office staff when you set up your appointment. This is important because an administrative representative must be present for the enrollment appointment when the student has an IEP or 504 plan.

During your enrollment appointment:

- The counselor will review the required enrollment paperwork. Please plan to come early to fill out the paperwork before the appointment.
- You and your student will meet with the counselor to create a schedule. If necessary, you will also meet with an administrator or special education representative.
- You will meet with a health assistant to review any pertinent medical information.
- If your student plans to participate in athletics, you will meet with the athletic office to review the required paperwork.
- You will complete the online registration process for your student.
- You will visit the technology department to receive and get set up with the MacBook.

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