

STUDENT ENROLLMENT AT PEARL CITY HIGH SCHOOL



Students who are planning to enroll at Pearl City High School (PCHS) must provide the following documentation **BEFORE** the enrollment process may begin:

1. **Release papers from your previous school**
 - a. Copy of the student's unofficial transcript
 - b. Withdrawal grades if transferring during the school year.
 - c. Health records (F-14)
2. **Birth Certificate for students coming from out-of-state or a private school.** Birth certificate must show birth parent(s) name(s).
3. **Proof of residence in the PCHS district**
 - a. Students who reside with their parents in the Pearl City district must provide an original, current utility bill or current, original rental agreement or mortgage deed with the parents' name and PCHS district address listed on it.
 - b. Students who reside with their parents in a relative's residence in the PCHS district must provide a **notarized** statement from the Pearl City resident stating that the (name) parents and (name) student reside with them at the (stated) physical address. Also, an original, current utility bill of that Pearl City resident must accompany the notarized statement.
 - c. Students who reside with someone other than their parents in the PCHS district must have legal guardianship documents or a notarized power-of-attorney (Note: A power-of- attorney is valid for ONE YEAR only and must be renewed if the student continues to attend PCHS). Document must state that the legal guardian has the right to make educational & medical decisions for the student.
 - d. Students whose parents reside out-of-district in Hawaii must have an approved Geographic Exception (GE). GE forms are available at any public school in Hawaii.
4. **Health Clearance**
 - a. Students transferring from out-of-state must have a current (PPD) TB clearance administered in the U.S. within the last 12 months.
 - b. Physical Examination*: must be completed within the last 12 months.
 - c. Immunizations required for school attendance*:
 - i. DTP/Td
 - ii. Polio
 - iii. MMR
 - iv. Hepatitis B
 - v. Hib
 - vi. Varicella (chickenpox) or documented history of varicella signed by a U.S. licensed MC, DO, ARRN, or PA may be substituted for the varicella vaccine.

*Your child may receive **provisional** entrance if you have a signed statement or appointment slip from your doctor to prove that your child has a physical examination scheduled and/or has begun the vaccination series and is waiting for the next dose in the series.

PROCEDURES

1. Registration and Course Selection
 - a. Fill out all necessary forms
 - b. Meet with counselor to review credits and select courses
 - c. Students who require any educational modifications should inform their counselors
 - d. Students who receive Special Education (SPED) services should inform the Registrar's Office to set up an appointment with the SPED department head for placement. Provide a current IEP report.
2. Placement Exams
 - a. Students may take an English and/or Math placement, if applicable

If the proper documentation is not provided, your child's enrollment may not begin.

Thank you for your cooperation!