Enrollment Process

> Students must enroll in the school district in which the parent/guardian resides*

Please note: Reynolds High School's enrollment procedure may take a few days from the time the parent/guardian initiates registration until the student begins classes. We will make every effort to have your child start classes as soon as possible.

Please follow the steps below:

Step 1- Withdraw your child from their previous school. Going through the withdrawal process properly will ensure that the student will be given all of the records necessary for enrollment:
   a. **Transcript**
   b. Withdrawal form including **transfer grades**
   c. **Immunizations**
If your student is receiving special education services, a copy of the **IEP** must be submitted for placement purposes.

Step 2- Complete the registration packet. Packets are available in the counseling office or you may print them from the link on this webpage, under supporting documents.

Step 3- Bring the following items with you to the Counseling office: The completed registration packet, the records mentioned in Step 1, as well as proof of residence. Proof of residence must in the form of a mortgage/rental agreement or a current utility bill (such as: electric, water/sewer, garbage, etc. It needs to be something that is attached to the home, not just any piece of mail). Please note: If you are unable to obtain any of these records, we can request a release of records from the previous school… However this may delay the enrollment process, resulting in a later start date.

Step 4- Make an appointment with your student's counselor.** Once we have the completed enrollment forms and necessary documents, we will process the paperwork and call you to set up an appointment with the student's counselor. You and your student will meet with the counselor to build their schedule, go on a tour of the school, then start classes.
**If your student is on an Individualized Education Plan (IEP), you will be contacted by our Sped department for an intake meeting to determine appropriate placement. If your student is an English Language Learner (ELL) you may be contacted by the ELD department to schedule testing.

If you have any further questions about this process, please contact the counseling office. (503) 667-3186 ext 1057

* Under most circumstances, the student must enroll in the school district in which the parent/guardian resides. There are a few rare exceptions such as those students that have been granted an inter-district transfer, and students that are currently in the custody of child welfare and need to remain within the district where they were initially placed by the state.

Withdrawal Process

To withdraw your student from RHS, please **allow a day or two before your student's last day** so that they may collect their final grades from teachers. This will allow them to receive proper credit for grades they've earned, as well as expedite the enrollment process at their new school.

Step 1- Students must return any library/text books, electronics or any other borrowed property belonging to the school.

Step 2- Come into the counseling office to ask for a withdrawal form. A parent/guardian may come in to sign their student's withdrawal form, or send a signed note with their student giving them permission to withdraw.

Step 3- The student will take their withdrawal form around to each of their teachers to receive their final grades and percentages. They will also visit the librarian and bookkeeper to sign off that there are no fees owed.

Step 4- Return the completed form to the counseling office. The student will be given a copy of their withdrawal form, transcript and immunizations. These are the necessary records needed for enrollment at their new school.

We will inactivate the student from our system based on their last day in classes.

If you have any further questions about this process, please contact the counseling office. (503) 667-3186 ext 1057

Transcripts

Current students:
Students may request their official or unofficial transcript anytime during the school year. There is a sign-up sheet on the desk in the counseling office. Limit 5 at a time. Please allow processing time for requests. Transcripts are prepared once a week and are available for pickup in the counseling office on Fridays.

Former students:
The best way to obtain your high school transcript is, to come into the counseling office during office hours (7:30-3:30). Please bring a Photo ID. Transcripts (official and unofficial) are $5 per copy, unless you've graduated within the year. If it has been a year or less since you attended RHS, there is no cost.

Address or phone number change (current students)

Address change: If you have moved during the school year and need to change your address, we require proof of address in order to make changes in our system. It must in the form of a mortgage/rental agreement or a current utility bill (such as: electric, water/sewer, garbage, etc. It needs to be something that is attached to the home, not just any piece of mail). A parent/guardian may bring this into the counseling office, or send it with their student with a signed note giving them permission for the address change.

Phone number change or add/drop an emergency contact: These changes can only be made by the parent/guardian and must be done in writing. Forms to request the change of student information are available in the counseling office. Sending a signed note with your student is also acceptable. Please include the contact name of the person the change is being made for, the new number and if it is replacing an old number or adding to the existing numbers on file.
If you would like to add an emergency contact person, please include their name, phone number, relationship to the student and if you would like this person to be able to pick the student up from school.

Education verification

For companies verifying the graduation of former students, for employment purposes- please fax the signed request to 503-667-3096. Please expect about a week turnaround time to process these requests.