

WCHS REGISTRATION CHECKLIST

Student Name: _____

Parent Name: _____ Phone Number: _____

Address: _____

(For office use only):

** WCHS Zone: Yes

Counselor: _____

- Registration Form (PBSB #0636 - 2 pages)
- Records Request Form (WCHS Form)
- Student Questionnaire (PBSB #2479)
- Transcripts/Grades
- Withdrawal Form -Location: _____ ***Note:** If "out of country" call Ms. Ponce x54327
(Check one: ___ out of County/ ___ out of State/ ___ out of Country/ ___ private)
- Immunization Form (**DH680 FL Form**, out of county only)
- Physical Form (**DH3040 FL Form**, out of county only)
[___ Dr. & ___ parent portions completed]
- Birth Certificate/Passport
- Proof of Address x 2
- Affidavit Acting Parent [**notarized**] &
 (additional **notarized** statement from parent/guardian stating why)
- Affidavit Residence [**notarized**] &
 (additional **notarized** statement from parent/guardian stating why)
- Student ID card (media center) Edline Access (media center)

Completed by _____ Date _____

8-11-11 1-300



WELLINGTON HIGH SCHOOL
2101 Greenview Shores Blvd., Wellington, FL 33414
(561) 795-4965 PHONE • (561) 795-4993 FAX
www.edline.net/pages/Wellington_High_School

Contact the Guidance Office at **561-795-4965** to make a registration appointment.
Bring your student and all required information as listed below to your appointment:

Registration Information

STUDENTS TRANSFERRING FROM WITHIN THE PALM BEACH COUNTY SCHOOL SYSTEM or STUDENTS WHO WERE ENROLLED IN A PALM BEACH COUNTY SCHOOL LESS THAN 3 YEARS AGO:

- Upon initial enrollment in a school, a student or parent must produce **two current documents** reflecting the correct residential street address. Post office boxes, private mailbox addresses or commercial establishment addresses are insufficient. Examples of acceptable documents reflecting residential street addresses are as follows: (According to School Board Policy 5.011):
 - home telephone or cellular telephone bill, electric bill;
 - rent receipt with the name of the tenant and landlord and contact information for all parties;
 - lease agreement with name of tenant and landlord and contact information for all parties (valid only through the expiration date indicated on the agreement. Upon expiration, parents must present a copy of the renewed or new agreement to the school office.);
 - mortgage;
 - home purchase contract including specific closing date, with copy of the deed to be provided within 30 days of closing date;
 - State of Florida driver's license;
 - State of Florida identification card;
 - automobile insurance policy;
 - credit card statement;
 - United States Postal Service confirmation of address change;
 - evidence of correspondence, including a stamped, addressed, postmarked envelope delivered to the home address; or
 - Declaration of Domicile form from the County Records Department. For extenuating circumstances please see the school administration.
- Completed and signed Registration Form (PBSD 0636)
- Completed Release of Records Form
- School Transcripts
- Withdrawal Form including transfer grades (for transfers during current school year)
- Student Residency Questionnaire
- Copy of social security card (This is optional, but is needed to send electronic transcripts to colleges)