

# Enrollment Information & Procedures

## Counseling Center Hours:

Mon - Wed & Fri: 9:00am – 11:30am and 1:30pm-3:00pm

Thurs: 1:30pm – 3:00pm

Call to schedule an appointment for enrollment: 972-882-5311

Failure to have ALL of the listed documents will delay the registration process of your student until all documentation is provided.

- **Parent's Driver's License (Current / Address must match proof of residence)**
- **Proof of Residence**
  - In order to enroll, the student must prove residency in the Poteet High School attendance zone. Students under 18 must have their legal guardian's proof of residence. Students 18 or older may have proof of residence in their own name.
  - **Acceptable Proofs of Residence: Home Owners**
    - Mortgage Statement in Parent/Legal Guardian's name, or Current Utility Bill - Gas, Water, or Electric Bill
  - **Acceptable Proofs of Residence: House / Rental-Lease**
    - Lease/Rental Agreement with all occupants listed, and current utility bill. (\*Must have parent/guardian and student's name on the lease agreement).
  - **Acceptable Proofs of Residence: Apartment Residents**
    - Apartment lease with all occupants listed. (\*Must have parent/guardian and student's name on the lease).
- **Social Security Card**
- **Birth Certificate (Parent who is enrolling student MUST be on the Birth Certificate, or Guardian must provide all current documentation of legal guardianship).**
- **Withdrawal Papers & Transcript**
  - (Including the name, address and phone of previous school)
  - A student cannot be enrolled in two schools at the same time. Students **must** be withdrawn from their previous school.
  - To be placed in the correct classes, you need to bring a transcript from the prior school.
- **Proof of Promotion**
  - If your student is enrolling from middle school, you must show proof of promotion to the 9th grade.
- **Immunization Records**
  - Students must have shot records up-to-date **before enrolling**.
- **Special Education Students**
  - Special Education or Section 504 paperwork needs to be brought to be enrolled.

For more information regarding enrollment and attendance zones, please visit the "For Parents/Enrolling" tab on the MISD web site: <http://www.mesquiteisd.org/parents/enrolling.asp>