

Ashland High School Enrollment Procedure

1. **To enroll a child at Ashland High School:** You must be the custodial parent or legal guardian of that child.

2. **Documentation:** You must provide the following.
 - a. The child's birth certificate.
 - b. Proof of Custody (If the child does not reside with both natural parents.)
 - c. Proof of residency of the custodial parent (Proof of property ownership, a current utility bill, or a rental agreement.)
 - d. Immunization records.
 - e. Current grade card or academic progress report. (*Your most recent grade card is required for participation in extra-curricular activities.*)

3. **Forms:** Complete the forms in the enrollment packet
 - a. Enrollment/Registration form
 - b. Records Release (sign and date)
 - c. Language Usage Survey
 - d. Network Acceptable Use Policy (return the signature page only.)
 - e. Emergency Medical Authorization
 - f. Open enrollment form (applies only to those who reside outside the Ashland City School district.)
 - g. Free/Reduced Lunch form (if applicable.)
 - h. Athletic Department form (all incoming athletes)
 - i. Home School Student Policies (if applicable)

4. **Enrollment Meeting:**
 - a. Schedule an enrollment meeting with the Assistant Principal (419-289-7968.) The student and one custodial parent or legal guardian must attend.
 - b. After completing and submitting all necessary documentation, student and parent/guardian will meet with guidance counselor to develop a schedule.