

CENTRALIA HIGH SCHOOL ENROLLMENT PROCESS FOR ALL NEW AND RE-ENROLLING STUDENTS

Step 1 – Main Office

1. Must fill out **Enrollment Form** (Salmon colored).
2. If student is re-enrolling, student must clear any fines before proceeding.
3. Enrollment form must be initialed by Main Office personnel to proceed to Step 2.

Step 2 – Attendance Office

1. Must meet with Assistant Principal to make sure all proper paperwork is complete including the following:
 - ☐ Proof of Residency (2 forms)
 - ☐ Birth Certificate (copy is sufficient)
 - ☐ Current physical (must have one that was done when entering high school)
 - ☐ Up-to-date immunization form
 - ☐ Custody forms if not living with parent or legal guardian
 - ☐ Illinois Transfer Form (if coming from in-state school)
 - ☐ Transcript from previous school
 - ☐ Current IEP / Psychological (if applicable)
2. A **Request for Information** form must be signed by a legal guardian and/or the student if 18 yrs. or older.
3. Enrollment form must be initialed by Asst. Principal to proceed to Step 3.

Step 3 – Guidance Office

1. Pre-Registration must be completed online prior to student starting school. Parent or guardian will be contacted with login and password information.
2. Setting Up of Student's Schedule – an appointment will be made (if necessary) with the student's counselor when all necessary paperwork is received by the Assistant Principals in the Attendance Office.

Students without an IEP – Counselor's will be determined by last name.

- A – G Mr. Ashby (ext. 3026)
- H – O Mrs. Brooks (ext. 3027)
- P – Z Mr. Harlan (ext. 3021)

Students with IEP's

- CHS Students – Ms. Griffin (ext. 3025)
- Annex Students – Mr. Cameron (ext. 3019)

Step 4 – Main Office

1. Complete registration fees:
 - ☐ Registration fee of \$50.00 must be paid (if applicable).
 - ☐ Parking Permit Registration - (optional).
 - Cost \$10.00 per year.
 - Must show valid driver's license, registration, insurance, and permit form.
2. CHS students having Physical Education will be required to purchase a P.E. uniform at a cost of \$16.00.
3. CHS Students will receive:
 - ☐ ID Card
 - ☐ Copy of their schedule.
 - ☐ School issued lock.
 - ☐ Student Handbook.
 - ☐ A tour of the school and shown where their classes are located and location of locker.

Step 5 - Annex Students

1. Student and parent will meet with administration to familiarize themselves with expectations of the Annex program.
2. Student will be placed in an appropriate classroom based on their age and IEP.

Questions regarding enrollment may be directed to:

Jamaal Heavens
Assistant Principal
618-532-7391 ext. 3011

Bobby Brenneisen
Assistant Principal
618-532-7391 ext. 3010

Transcripts and other enrollment information may be mailed to:

Centralia High School
Attn: Guidance Office
2100 E. Calumet Street
Centralia, IL 62801

Or faxed to:

CHS Attendance Office	618-533-8051
CHS Guidance Office	618-532-0640