



Valencia High School

Dana Sanders
Superintendent

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NEW STUDENT ENROLLMENT CHECKLIST

Student Name: _____ Graduation Year: _____

*Does this student receive Special Education Services? Yes _____ No _____

*Does this student participate in Athletics? Yes _____ No _____

Previous School Attended: _____

Discipline Check Date: _____ Discipline Check Verified By: _____

Discipline Check Results: _____

The following documents/verifications **MUST** be provided by the parent/guardian **before** a student can be enrolled at Valencia High School. Please verify completion of each item on the below checklist before proceeding to the Registrar's Office to complete the enrollment process:

1. Proof of true residency may be established by one of the following:
 - Homeowner – Current Property Tax Statement
 - Utility Bill – Current PNM, Water, Gas, or Phone Statement with current address
 - Renter – Current Rental Lease, less than 1 year old or copy of Rental Lease more than 1 year old with a current utility bill in the renter's name.
 - Shared Housing or Temporary Housing – Verification of either of the above, accompanied by a **Notarized Statement** of Residency Agreement.
2. Immunization Record (Not a school copy) and Medical Authorization Form _____
Verified by School Nurse or Assistant (Must be signed if cleared)
3. Original Birth Certificate _____
4. Withdrawal Form from the last school attended, showing grades that were received at the time of withdrawal _____
5. Unofficial Transcript. Official Transcript will be requested later _____
6. VHS Administrator Interview with Parent and Student _____
7. (Must be signed if student is approved)