

JEFFERSON FOREST HIGH SCHOOL
1 Cavalier Circle
Forest, VA 24551
(434) 525-7305 Phone
(434) 477-5459 Fax



HIGH SCHOOL ENROLLMENT PROCEDURES

Welcome to Jefferson Forest High School! We welcome you and your family and look forward to helping you and your child begin your high school experience. If your family has just moved to our community, if your child is a rising 9th grade student, or if you have made a local move from outside of Bedford County, enrollment at this level may be different for you. High School enrollment varies by school district; however, every district has more requirements at the high school level. Please follow our process so that together, we can effectively begin your child's education at Jefferson Forest High School.

Please call Mrs. Hooper, Registrar, at (434) 525-7305 to schedule an enrollment appointment. You may want to complete the enrollment packet before arriving. A good timeline would be to plan one hour to enroll your child; 30 minutes with the registrar and 30 minutes with your guidance counselor. Counselors are assigned to students with names beginning:

A – C: Mrs. Newby **D - He:** Mrs. Watson **Hi – Pi:** Mrs. Baum **PI – Z:** Ms. Copeland

1. Parents and Guardians, please bring your child to the enrollment appointment.
(If the student is not a child of the adult, please provide legal documentation regarding guardianship)
2. To insure a smooth transition for your child, please bring the following documents:
 - Proof of Residency - **copy of lease, deed, utility – NOT a driver's license**
 - Birth Certificate - certified copy of birth certificate (Code of Virginia § 22.1-3.1-C) or copy of birth certificate number **as recorded by a VADOE School**
 - Immunization Record **with dates/pre-entry school physical**
 - IEP (including eligibility meeting minutes), 504 plan or TAG placement
 - Attendance records
 - Discipline records
 - Grades with grading scale
include numeric withdrawal grades **if transferring during school year**
 - Standardized assessment scores
 - SOL test results – **including STI**
 - Transcript of high school credits – **Official**
3. Some school districts prefer to send official records directly to us. If this is your situation, please notify Mrs. Hooper immediately as school records must be received before we can enroll your child.

Thank you