Palmdale High School's Virtual Registration Process for *Incoming Freshman* - 2020-2021 School Year
The last day to register is June 4th. We will open registration again in July.

Steps	Who?	What?	When?	How?
1.	Parent/ Guardian	Complete **Registration Form** at: bit.ly/phsregistration-incoming9thgrader-step1 to provide pertinent information (i.e. email, etc.).	Complete ASAP, after receiving the link to the Registration Form.	Registration Info will be sent home via mail, posted on Google Classroom, Instagram, front door of PHS, and Robocall will be made re: visiting PHS' website (palmdalehs.org), **"Future Student"** tab for more information.
2.	Parent/ Guardian	**Send all required registration documents:** (1) Proof of Residency (gas or electric bill) (2) Student Birth Certificate (3) Parent/Guardian Photo ID (4) Up-to-date immunizations (state requirement) (5) Last Report Card (6) IEP or 504 accommodations (if applicable) (7) Guardian/Custody paperwork (if applicable)	After parent/guardian completes the Registration Google Form, at the link above.	Documents can be sent in the following ways: ● Email to phs-enrollment@ahvsd.org ● **Note:** Kaiser patient immunizations found at kp.org
3.	PHS Staff	**Email** parent/guardian **CODE** for PowerSchool account.	After **ALL** required docs have been received (including **Photo ID** for verification).	Via email.
4.	Parent/ Guardian	Complete **PowerSchool Enrollment** (Online Registration).	Complete ASAP, after receiving PowerSchool code via email.	If assistance is needed, parent/guardian may call the Counseling Office at (661) 383-2332 or book an appointment with Ms. Orantes or Mrs. Ortega, at gorantes.youcanbook.me or rmortega.youcanbook.me.
5.	PHS Staff	Email link to **Course Selection** form, which will include links to apply to available programs: AVID, HCA, ENG, etc.	After steps 1-4 have been completed.	Via email.
6.	PHS Staff	Verify that courses chosen by the student are accurate, then enroll the student in 2020-2021 classes in PowerSchool.	After steps 1-5 have been completed.	Courses will be added in PowerSchool.