

Palmdale High School's Virtual Registration Process for New Enrollments - Current 2019-2020 School Year

Steps	Who?	What?	When?	How?
1.	Parent/ Guardian	Complete Registration Form at: bit.ly/phsregistration-currentyear-step1 to provide pertinent information (i.e. email, etc.).	Complete ASAP, after receiving the link to the Registration Form.	Families will be directed on Google Classroom, Instagram, & Robocall, to visit PHS's website at palmdalehs.org , and click on the "Future Students" tab, for Registration 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) Withdrawal paperwork from previous school (6) Unofficial transcript (7) IEP or 504 accommodations (if applicable) (8) Guardian/Custody paperwork (if applicable)	After parent/guardian complete the Registration Google Form, at the link above.	Documents can be sent in the following ways: <ul style="list-style-type: none"> Email to phs-enrollment@ahvsd.org Note: Kaiser patient immunizations found at kp.org
3.	Clerk or PST	Place a digital copy of all required registration documents into our "PHS Distance Registration" Shared Drive, alphabetized by last name.	After digital copy of documents are received from parent/guardian.	Upload to Google Shared Drive. NOTE: All staff members involved with the registration process have access to this Shared Drive.
4.	Clerk, PST, Nurse, or SPED Dept.	Follow up with parent/guardian if any further or follow up documentation is needed.	After reviewing documents in the "PHS Distance Registration" Shared Drive.	Via email or phone.
5.	Clerk or PST	Email parent/guardian code for PowerSchool account.	After all required docs have been received (including Photo ID for verification).	Via email.
6.	Parent/ Guardian	Complete InfoSnap (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 Mrs. Orantes or Mrs. Ortega, at gorantes.youcanbook.me or rmortega.youcanbook.me .
	Clerk or PST	Contact parent/guardian if InfoSnap is not completed.	Within 2 days of sending PS code.	Via email or phone.
7.	Clerk or PST	Notify the alpha counselor that student is ready to be enrolled in classes.	After InfoSnap has been completed and all required registration documents have been received.	Via email.
8.	Counselor	Attempt to match all classes from the student's previous school.	After being notified that parent/guardian has completed all required steps.	Courses will be added in PowerSchool.
9.	Counselor	Notify teachers of their new student and previous grades (CC parent on this email).	After the student has been enrolled in classes.	Via email (CC parent).

***IMPORTANT NOTE:** Staff members, please keep the **ENROLLMENT CHECKLIST** updated on the PHS Distance Registration Shared Drive*