

## **CARSON HIGH SCHOOL**

**GUIDANCE OFFICE**

**775/283-1915**

**(FAX 775/283-1791)**

### **REGISTRATION PROCESS**

**PLEASE PICKUP A NEW STUDENT PACKET FROM GUIDANCE OFFICE.**

**Any questions please call 775-283-1915.**

1. PROVIDE COPY OF BIRTH CERTIFICATE  
NRS 392.165 provides for a thirty-day grace period.
2. PROVIDE COPY OF TRANSCRIPT AND GRADES TO DATE OF LEAVING – The previous school may need to be called to get the subject/credit information.
3. OBTAIN PERMISSION FROM THE SCHOOL NURSE TO ENROLL  
Up-to-date immunization information needs to be given to the nurse at the time of enrollment.
4. COMPLETE CARSON HIGH SCHOOL REGISTRATION FORM  
Carson City residency, student age, and parent/guardian status will be checked.  
(Proof of residency is required.)
5. PROVIDE PROOF OF RESIDENCY  
A copy of a utility bill with the parent/guardian name and address, or a copy of a rental/lease agreement is acceptable.
6. COMPLETE REQUEST FOR TRANSCRIPT  
Student will also receive a Discipline Code and Student Handbook.
7. SCHEDULE CONFERENCE TIME WITH SCHOOL COUNSELOR  
Registrar or the Guidance Secretary will help with this.
8. SPECIAL ENROLLMENT INFORMATION
  - a. Special Education students are registered in classes by the Special Education Coordinator.
  - b. If students are attempting to register in Carson High School from any school other than a regular day school, one of the Deans of Students may need to conference with the parents and the student to determine proper placement. Appointments for these conferences will be set up by the Guidance Office and the Dean.

To view Carson High School's "STUDENT COURSEBOOK", please visit: <http://www.carsonhigh.com> and click the guidance link under the Academics tab. The Course Description Book provides a complete Course Catalog of all classes and prerequisites offered at Carson High School as well as graduation requirements and helpful information for students. Carson High School staff strongly encourages all parents to review the Carson High School Course Description Book.