

Important Information from the Registrar

TRANSFER OUT/WITHDRAWAL from Fenton High School:

If you are the parent/guardian of a current Freshman, Sophomore or Junior who will not be attending FHS next school year, please contact Beth Damascus (Registrar) as soon as possible at: **630-860-4794** or damascus@fenton100.org to set up a required withdrawal appointment. Please bring all of the following to the appointment (unless already returned/paid):

- ** Chromebook with bag, strap and charger (call 630-860-6265 with any questions about these)
- ** Books/materials borrowed from the library/bookstore (call 630-860-4926 with any questions)
- ** Textbooks (call 630-860-4926 with any questions)
- ** Cash/debit/credit card, check to pay for outstanding fees or fines
- ** Name and address of the new school where your child will attend in the fall
- ** Your new address and phone number

PLEASE NOTE:

- A withdrawal appointment **is** necessary
- Appointments fill up **very** quickly!
- The sooner a withdrawal is processed, the sooner the student will be able to enroll in classes at their new school
- Official records only will be released once all obligations (items returned and fees/fines paid) are met

NEW or RE-ENROLLMENT into Fenton High School:

If you are the parent/guardian of a student who plans to attend FHS next school year (first time or re-enroll), please contact Beth Damascus (Registrar) as soon as possible at: **630-860-4794** or damascus@fenton100.org to set up a required appointment. Please bring all of the following documentation to the appointment:

Proof of Residency: (parent or guardian) all documents listed below must be in the name of the person registering the student.

Category I (only need 1)

- Real Estate Tax Bill
- Mortgage Statement
- Agreement of Sale
- Signed & Dated Lease/ Rental Agreement

Category II (need 3 with current address and name of parent/guardian enrolling the student)

- IL Driver's License/ State ID
- Auto and/or Voter's Registration
- Gas, Water, Electric, Phone, Cable, Internet Bill
- Home, Apartment, Auto or Medical Insurance
- Credit Card Bill
- Bank Statement

Required Student Information:

- Original Birth Certificate (not hospital certificate)
- Health Records
- Official Transcript/Test Scores from previous school
- If transferring from an Illinois school, the ISBE form (provided by the school from which the student withdrew)
- Special Ed Records (504, IEP) (*if applicable*)
- Legal Custody Documents (*if applicable*)

PLEASE NOTE:

- An enrollment appointment **is** necessary
- All of the above documents are required in order to enroll a student
- Appointments fill up **very** quickly! Please do not delay as it is in the best interest of the student to get enrolled early in order to avoid missing any days of classes at the beginning of the school year.