

Angie Gilbert
PHS Registrar

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AUGUST ENROLLMENT

Enrollment for the 2020-2021 school year will begin on August 3rd. The first day of school is tentatively set for August 13, 2020.

Click on the following link for the **2020-2021 Registration Packet** for new students. Please bring the following documents to the registrar's office:

(1) PROOF OF RESIDENCY AND NOTARIZED PROOF OF RESIDENCY

One of the following CURRENT bills: water bill, gas bill, electric bill or lease agreement in parent or guardian name. No disconnect notices will be accepted.

If your family lives with a family member or a friend, the parent, family member or friend with whom they live with will need to go to Palestine ISD Administration offices and have a residency form notarized.

(2) GUARDIANSHIP PAPER (Notarized)

Requirement if student does not live with parents.

(3) IMMUNIZATION RECORD

Out-of-state students must present their immunization record at the time of registration. Students enrolled in a Texas school for the 19-20 school year, the registrar will request shot record from previous district.

(4) CLASS SCHEDULE/REPORT CARD

Counselor(s) will need a transcript or report card to create a class schedule when enrolling. (Please note the registrar will request school records; this can delay a class schedule.)

(5) SCHOOL RECORDS

Registrar will request

(6) PARENT/GUARDIAN

Parent/Guardian must be present with student to enroll and must have a valid driver's license or ID.

WITHDRAWING FROM PALESTINE HIGH SCHOOL

SUMMER

Parent/Guardian must come to the school and complete a summer withdrawal form. Registrar will give parent/guardian an unofficial transcript and shot records to take to new school for enrollment.

Student's new school will request PHS records through fax 877-839-6489 or TREX.

DURING SCHOOL YEAR

Parent/guardian must come to the registrar's office to withdraw their child with a valid ID. Parents must have the name of the new school and parent/guardian new contact information.

Parent/Guardian must clear all fines and return the following items to the school if applies:

Text Books

Library Books

Athletic uniforms/shoes/bags

IPad, charger cable and block

Lunch fees