

Harrisonburg City Public Schools Welcome Center

Step by Step Procedures for Students Entering Harrisonburg City Public Schools

- 1) **Call the Welcome Center for an appointment at (540) 433-3644 between 8:00a.m. and 4:00p.m.**
- 2) **The day of the appointment, the student and their parent/legal guardian should come to the Welcome Center. Please, plan to stay for one hour or more.**
- 3) **The following is a list of documents needed for registration:**
 - a) **Proof of Age and Legal Name: *Original birth certificate*.** If you do not have the original birth certificate you may bring a passport, I-94 or any other official document that would prove the date of birth of the student. If you do not have one of the above, a notarized affidavit will need to be completed stating the reasons why you do not have an original birth certificate. This affidavit is provided and notarized by the Notary Public at the Welcome Center. This affidavit will give you 90 days to obtain and present to the school an original birth certificate for your child. If you should fail to do so the authorities will be notified.
 - b) **Proof of Legal Guardianship:** Copy of the petition filed with the court for this purpose.
 - c) **Proof that the Student Lives In Harrisonburg City:** Provide one of the following
 - i) **Current rental lease:** signed by you, the lessee/tenant, and the landlord.
 - ii) **Deed or Mortgage** agreement in your name
 - iii) **Harrisonburg Electric or Water Bill** in your name
 - iv) **If you do not have one of the above, you and the person who holds the lease or owns the house need to sign a sworn Affidavit of Residence and provide a copy of one of the above. This is a three step process.**
 - (1) First Step: A copy of the lease, mortgage statement, water or electric bill of the residence must be presented to the Welcome Center staff.
 - (2) Second Step: Form A is signed by the parent or legal guardian of the student.
 - (3) Third Step: Form B is signed by the owner or lessee of the residence in which the family and student reside and in whose name appears on the lease, mortgage, water or electric bill.
 - (a) Form A and Form B of the Affidavit of Residence must be notarized. This two page affidavit is provided and notarized by the Notary Public at the Welcome Center. If any information sworn to on this document is false the parent/legal guardian and the owner/lessee will be liable for the tuition of the student named on the affidavit.

d) **Medical Requirements**

- i) **Immunization record:** See box below for list of required vaccines. Students are not allowed to enter the Harrisonburg Public Schools unless they have met immunization requirements. Immunizations are provided on a sliding scale at the Harrisonburg City Health Department, 110 North Mason, Phone: (540) 547-5100.
- ii) **Physical Examination Form:** Preschool - 5th grade must have a physical completed by a doctor.

e) **Official School Records:** either from a USA school or other country (if available)

f) **Social Security Card** (if available)

g) **Health Insurance Card and/or Information** (if available)

h) **Identification:** Any person being asked to sign notarized registration documents.

4) **Registration Process**

a) **All the registrations forms are filled out by a Welcome Center staff member.**

b) **The assessment process may take up to one hour for kindergarten and elementary students and over two hours for older students.**

c) **A student's level of reading and writing skills in the student's native language will be tested when appropriate and possible.**

d) **Tests are given to the student to determine his/her knowledge of the English language, if the student's first language is not English.**

e) **After the registration and assessment processes are complete, the Welcome Center staff will give student an overview of school regulations, attendance, transportation, school calendar, etc.**

f) **Once all of the above is complete the student and his/her parent or guardian will take the students completed file to school for student admission.**

The minimum immunization requirements for entry into school are:

4 Diphtheria and Tetanus Toxoid and Pertussis Vaccine (DPT, DTap) with one after the 4th birthday

1 Diphtheria and Tetanus Toxoid and Pertussis Vaccine (DPT, DTap) booster prior to entering 6th grade

4 Poliomyelitis Vaccines with one after the 4th birthday.

2 Measles, 2 Mumps, and 1 Rubella after the 1st birthday. (most children receive 2 does of each given together as MMR)

3 Hepatitis B Vaccines for all children born on or after 1/1/94

2 Varicella vaccines for all children who were 5 yrs of age on or after 8/2010 and that have not had chickenpox illness.