

CHELSEA HIGH SCHOOL REGISTRATION GUIDE

The following website will give instructions to guide you through the registration process for returning students to Chelsea High School. Go to:

<http://www.shelbyed.k12.al.us/enrollment/reg.htm> **Summer Registration**

- *The forms on this website are PDF fillable forms. You cannot save a completed form to your PC.*
- **COMPLETE, PRINT AND SIGN THE ONLINE FORMS**
Print the forms at home or you may visit your local library to print them.
- **DO NOT ATTEMPT TO E-MAIL OR FAX ANY DOCUMENTS TO CHELSEA H.S.**

GRADE	DATE	TIME
12 TH	Tuesday, July 12TH	9:00 - 12:00
11 TH	Wednesday, July 13TH	9:00 - 12:00
10 TH	Thursday, July 14 TH	9:00 - 12:00
9 TH	Friday, July 15TH	9:00 - 12:00
MAKE-UP DAY ALL GRADES	Wednesday, July 20TH	9:00 - 11:00

IN JULY Every Student must show TWO current proofs of residence at registration

Before anyone can proceed at summer registration, he/she must show proof of residence to verify residency in the ChHS school zone. All proofs must have custodial parent/guardian's name and physical address.

- Recent Mortgage Statement
- Property Deed – custodial parent/legal guardian must reside full-time in the residence
- Property Tax Record – most recent tax record should indicate this as your primary residence
<https://ptc.shelbyal.caportal.mainpage.aspx>
- Apartment Lease – at the minimum, the parent legal guardian must be listed as an occupant
- Recent Utilities –power, water or gas bill listed in the same name of the parent/legal guardian with service address listed (disconnect notices will not be accepted)

RETURN ITEMS LISTED BELOW BY APRIL 29, 2016 TO THE SCHOOL OFFICE

- Registration Information Form (make any changes on the document attached and return)
- Residence Form
- Checkout Form
- Locker Form
- Textbook Form
- S.W.A.T.