PACIFIC GROVE HIGH SCHOOL

Registration Information

For the
2017-2018 School Year

PGHS Counseling Department

Our Complete Course Bulletin for 2017-2018 can be viewed online
pghigh.pgusd.org

NEW STUDENT REGISTRATION INFORMATION

Pacific Grove High School
615 Sunset Drive, Pacific Grove, CA 93950
pghigh.pgusd.org
Guidance Office Registration Hours: Mon – Fri 7:30am – 12:00pm / 1:30 – 3:30pm
Pre-Registration for new students begins in early April, 2017 – Please call 646-6590x277 for an appointment
Last week to meet with a counselor to set up a schedule, before summer, is May 17, 2017
(Closed for pre-registration from June 23rd- July 23, 2017)
Registration, resumes on July 25, 2017, Mon – Fri 7:30am – 12:30pm / 1:30 – 3:30pm
First day of school, August 9th, 2017

Debby Farmer, Guidance Office Secretary
831 646-6590 x277, dfarmer@pgusd.org 831 646-6660 - Fax

*In order to attend the PGUSD schools, a student must live within the district boundary-- which generally means within Pacific Grove city limits, or in Pebble Beach between Pacific Grove and the Bird Rock area. (Those between Bird Rock and Carmel should contact the Carmel USD or Monterey Peninsula Unified School District to determine in which district they reside. Proof of residence must be brought to **Pacific Grove High School** for verification. If you have any questions about residency or where your current or future address lies relative to the boundary, please call the Business Office at 831-646-6517.*

To begin the registration process, please bring a current proof of residency at the time you request a registration packet.

REQUIRED DOCUMENTS/INFORMATION TO BE SUBMITTED BEFORE AN APPOINTMENT CAN BE MADE WITH A COUNSELOR

In order to use our online registration program, please present *in person*:

- ☐ Current District Approved Proof of Residency (see page two for details)
- ☐ Birth Certificate (official or notarized copy only) or Passport (if non-US citizen)
- ☐ For Incoming Freshmen – Most recent Report Card or checkout grades (if enrolling after school has started)
- ☐ Grade 10-11: Unofficial transcript and/or Withdrawal Sheet with current grades (if enrolling after school has started)
- ☐ Grade 12: Incoming seniors are required to present a current transcript (unofficial is okay)
- ☐ Proof of Immunization/Current Health Records (must be provided no later than the first day of school)
- ☐ If your student has a current IEP, please provide a copy of the document.

NOTE: If coming from a foreign country, provide an official, translated (English), transcript

Once the required documents are provided, you will be given a link to complete the registration process online. Please do not complete the online registration until you have been requested to do so—otherwise your application will not be approved!

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More questions? Call 646-6590 x277 or email dfarmer@pgusd.org

(see Page Two for residency requirements)

Pacific Grove High School Residency Guidelines

The Pacific Grove Unified School District is a "basic aid" school District; therefore the enrollment of children who reside in other Districts brings only a nominal additional amount into the District's budget, whereas the cost of educating each additional student transferred from another District is the same as if the student lived in the District. It is therefore the District's general policy not to accept interdistrict transfer students who might otherwise be allowed to enroll under Education Code sections 46600 et. seq. or subdivision (f) section 48204 of the Education Code.

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Residency Documentation

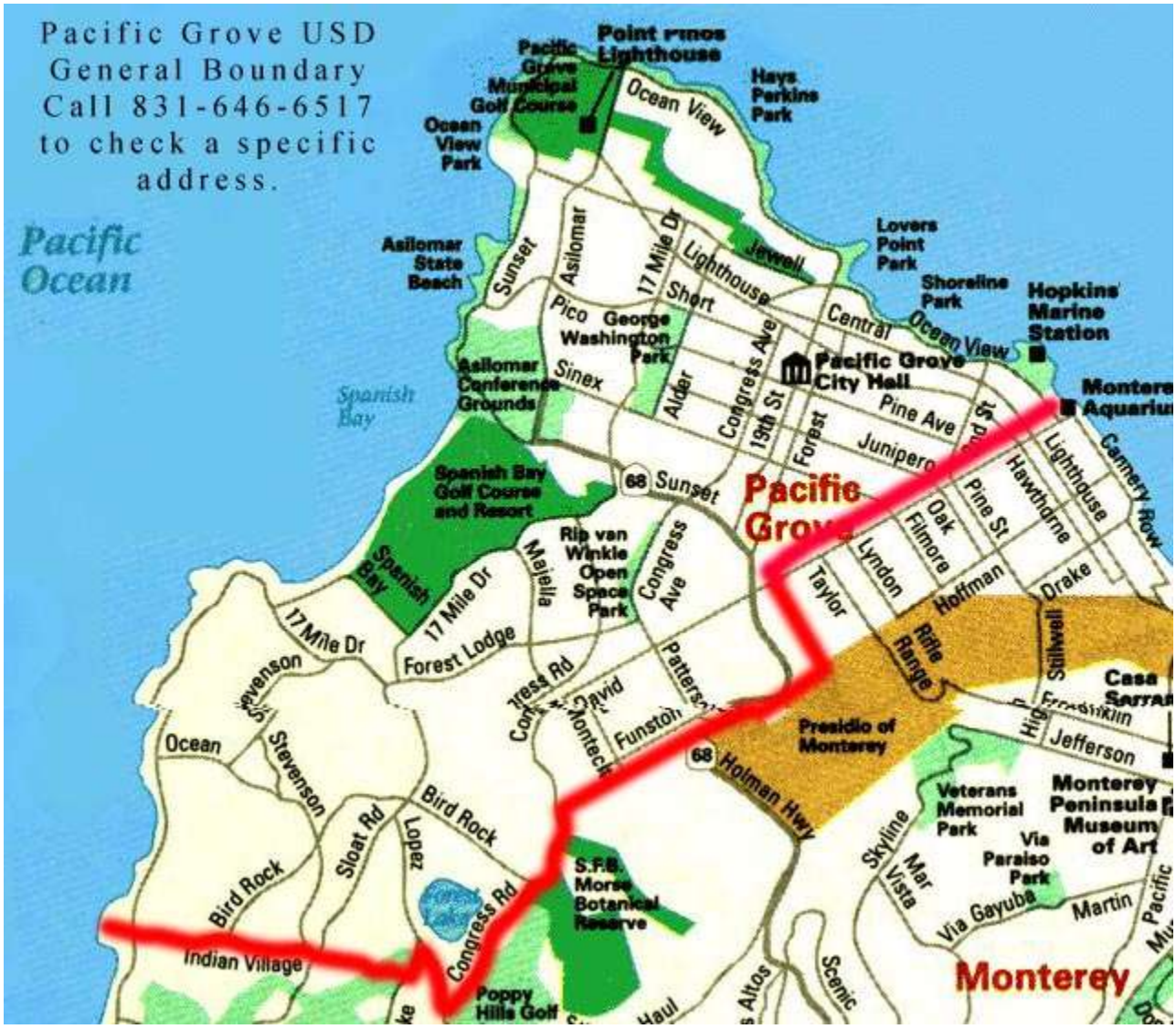
A. If you own the property in which you reside, please provide a copy of your Monterey County Tax Bill or Mortgage Statement ***and*** a current copy of a utility bill from either **PG&E**, **Cable Bill**, **Water Company**, or **Garbage Service**. **NOTE:** We cannot accept cell phone or telephone bills as proof of residency.

B. If you are renting the property in which you reside, please present a copy of your signed lease and a current district approved utility bill from either **PG&E**, C**able Company**, **Water Company**, or **Garbage Service**. If you have not yet received your first utility bill, you will be granted 30-days to provide a district approved utility bill.

C. If the student(s) parent(s)/legal guardian are sharing a home with another individual or family, please contact our District Office at 646-6517 to apply for a **Shared Residency**.

D. If your student will be living with a relative or legal guardian, please contact our District Office at 646-6517 to apply for a **Caregiver Affidavit.** If the student will be living with a family friend, or relative, who is not a legal guardian, please contact the District Office for more information.

Please see next page for District Map



TIP: If your address has a zip code of "**93950**", you are within our school district. If your address has a zip code of **93953** (Pebble Beach), the school boundaries are divided between Monterey Peninsula Unified School District, Pacific Grove Unified School District and Carmel Unified School School District. Please call our District Office (831-646-6517) if you need assistance. If you address has a zip code of "**93940**", you are <u>not</u> within our school district.

Please scroll to the next page for Frequently Asked Questions

FREQUENTLY ASKED QUESTIONS

We don't live in Pacific Grove. Can we apply for an inter-district transfer?
Because we are a "Basic Aid" district, we do not accept inter-district transfer requests. For more information please see our Pacific Grove Unified School District website http://pgusd.org/ or call our District Office 831-646-6517.

We don't live in Pacific Grove, but we work here. Does that count?
No, sorry. Proof of residency within our school district boundaries must be a place of residence.

How soon can we register?
For the current school year, families may register if they can provide proof that they live within our school district boundaries. Registration for the 2017-2018 school year, will begin in early April. Once the required documentation is submitted, you will be given a link to complete the registration process. Once that is complete,
Debby Farmer (831-646-6590x277) can schedule an appointment to meet with a counselor.

We plan to move to Pacific Grove. Can we enroll ahead of time?
Families must be actually occupying and living in the place of residence, in our school district, before the enrollment process can begin.

What school records will we need to register?
If your student is enrolling ***during a semester***, please bring "Withdrawal Grades" and an unofficial transcript, from their former school. If you are coming from a foreign country, please provide official transcripts, translated into English. ***All new students must provide current proof of immunization records, in order to attend school.***

If your student is enrolling for the ***beginning of a semester*** (or school year), please bring a copy of their transcript (unofficial is okay), if they have completed at least one semester of high school. In addition, we will need updated health records, an official copy of their birth certificate (or current passport), and a copy of their current 504 Plan or IEP (if applicable). Once your student is enrolled with is, we will send for their official records.

We haven't moved to the area, yet, but are concerned about getting our student registered as soon as possible. Can we do it now?
Unfortunately, we cannot register families until they have clearly established residency within our district boundaries.

I want to register a student who will be a senior. Do we need anything special to register?
We want to be sure that all of our students are in "class standing" and on track to graduate. That is, we want to make sure that they will be able to complete all of the required graduation courses/credits. (Please see page two of our Course Bulletin for graduation requirements.) It is really important that we receive a copy of their most current high school transcript and (if applicable) any "grades in progress" if they are enrolling during their senior year, and after our school year has begun.)

What if our student is behind in school credits and might be at risk of graduating?
Once our Guidance Counselor reviews your student's transcript, they will advise you if your student's credits are short of being in "class standing", and might be at risk of graduating. In that event, we have an Alternative High School—"*Community High School*" and our counselors may refer your student to that location for credit recovery.
NOTE: The minimum age requirement to attend Community High School is 16 years of age, and the same residency requirements need to be met. Space is limited, as well.

Do you offer summer school?
Information is pending. If/when we do, it is for currently enrolled students who are failing a class.

Can we download or request a mailed registration packet?
Sorry, but registrations forms cannot be downloaded nor mailed. They are online, but will not be approved until we have District Office approved residency documents on file.

Can we tour the school?
Because we are a "closed campus" we are unable to offer tours of the campus between the hours of 7:25am until 2:45pm. Otherwise, feel free to stop by the Guidance Office after 2:30pm. We can give you a Campus Map, and you are free to explore our campus after 2:45pm.

Can my student "shadow" classes to check out the school?
Sorry, we do not offer "class shadowing" in order to minimize classroom disruptions to the teachers while classes are in session.

Do we accept foreign exchange students?
Yes, as long as they attend our school for a minimum of one full semester-- and as long as they do not exceed the age limit to attend high school. Their host family must live within the PGUSD school district, and must have an approved "Caregiver Affidavit" from our District Office. We will need an official, translated (English), transcript as well.

HONORS/AP CLASS REGISTRATION INFORMATION

How do we register for Honors or AP Classes for the school year?

For incoming freshmen we offer Honors English/AP Human Geography. An Essay Exam is one of the required, plus grades. Please read our Course Bulletin, on our website for a course description of all Honors/AP Classes that we offer.

NOTE: If you are transferring from another school, once the school year has begun, we will "match" their Honors/AP classes if we have a transfer grade for that subject—and if we offer the same class.

Do we offer a New Student Orientation?
For the beginning of the Fall school year, we have "Breaker Buddy" students who volunteer to give a tour of our school to all incoming new students. For students who register after school begins, we will have a Campus Supervisor or a student give them an orientation of the campus and where student services are located.

What types of clubs do you offer?
Please visit our website pghigh.pgusd.org Click on the "**Clubs**" tab on the left.
You will also find information about our **sports program**, and more information on the left side bar tabs.

How can I get more information about playing a sport?
You can contact visit our "Sports" webpage at pghigh.pgusd.org/sports Or, you can contact our Athletic Director, Todd Buller, tbuller@pgusd.org

Additional information:
Please visit our Counseling Website Page to view our Course Bulletin. You will find detailed information that includes Course Descriptions and Requirements.

IMPORTANT DATES/INFORMATION

When will we receive our schedules?
For students who enrolled before May 24, 2017, preliminary schedules will be mailed in the summer (usually the last week of June). Students who enroll on or after July 24th will be given an appointment to meet with their counselor for schedule selection (dates are pending), a long as all the required documents have been required.

We received our schedule and didn't get the classes we wanted. How can I change my schedule?
The counselors do their best to accommodate the student class requests, but sometimes classes become full or there is a scheduling conflict. The counselors will be available, by set times, (dates to be announced) for schedule changes, provided the request meets the criteria below. **NOTE:** Schedule change dates are Aug 1st and 2nd (times to be announced)

Please note that the schedule changes can only be requested if:

- A class is needed for graduation
- The student does not have a complete schedule (missing class)
- The student has already completed the class (academic misplacement)

Schedule changes will *not* be made if:

- Student wants a different period
- Student wants to be in class with a friend
- Student doesn't like the class or changed their mind
- Wants to select a different teacher for a particular class

Can we schedule an appointment with the counselor for a schedule change?
Unfortunately, the counselors are very busy during the first two weeks of school. Schedule changes are only available at specific times, by grade level, on dates (to be announced). These are on a first-come, first-served basis, if the schedule change meets the above acceptable criteria. **Schedule change requests cannot be made after these dates.**

Can we call or email a request for a schedule change?
The counselors receive a high volume of back-to-school emails and phone messages, and are unable to respond to phone or email schedule change requests. Schedule changes are only available at pre-selected times, by grade level, and cannot be made after these dates. These are on a first-come, first-served basis, if the schedule change request meets the above acceptable criteria.

What if we won't be in town, and we need a schedule change?
Once school begins, the counselors will be available during student break, lunch and after school on a first-come, first served basis. Students will not be able to see their counselor during class times.

REGISTRATION CHECK IN (August 3rd & 4th)

All students are required to "Check In" at Pacific Grove High School on August 3rd or 4th, provided residency documents and the online registration have been completed, verified (by the office) and approved. Parents are welcome to come, but are not required. Your student(s) will be able to accomplish:

- Student ID photo
- Text Books
- Locker Assignments
- Final Schedule
- Student Store (ASB, Yearbooks etc.)
- Vision/Hearing (Grade 10 and new)
- New Student Orientation

Welcome to Pacific Grove High School
Home of the Breakers!