

# **PACIFIC GROVE HIGH SCHOOL**

## **PACIFIC GROVE HIGH SCHOOL Registration Information**



**For the  
2018-2019 School Year  
2018-2019 Registration will open after May 1, 2019**

**PGHS Counseling Department**  
Our Complete Course Bulletin for 2018-2019 can be viewed online  
[pghigh.pgusd.org](http://pghigh.pgusd.org) , click on Counseling Page

## 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,  
BY APPOINTMENT For the 2018-2019 School Year**  
Debby Farmer, Guidance Office Administrative Assistant/New Student Registration  
831 646-6590 x277, [dfarmer@pgusd.org](mailto:dfarmer@pgusd.org) 831 646-6660 - Fax

**Registration for the 2019-2020 opens April 2019**

*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:

1. Call or email to schedule an appointment to bring all required documents (listed below) to the Guidance Office (Debby Farmer). 646-6590 x277 or [dfarmer@pgusd.org](mailto:dfarmer@pgusd.org)
2. Once Step #1 has been completed, a “portal” will be created to complete the online registration forms.
3. An appointment\* to meet with the counselor will be made to schedule your student(s). NOTE: The Counselors are unavailable after May 30, 2019. Appointments will resume on July 30, 2019.

Please bring the following documents to the Guidance Office (Debby Farmer). An appointment is recommended 831.646.6590x277 or [dfarmer@pgusd.org](mailto:dfarmer@pgusd.org):

- Current District Approved Proof of Residency (see page two for details)\*\*  
\*\*NOTE: If parents are living in separate households, please provide a current copy of court custody agreement.  
The student(s) must live a minimum of 50% at the PGUSD household address.

- Photo ID of parent/guardian enrolling the student(s)  
 Birth Certificate (official or notarized copy only)  
 Proof of Immunization/Current Health Records

**UNOFFICIAL TRANSCRIPT:** Please ask your current school’s registrar to print an unofficial transcript. This is a vital document that we require in order to accurately enroll your student in the classes that they will need to meet graduation requirements. Once your student is enrolled, we will request an official transcript and the forwarding of their school records to us.

- For Incoming Freshmen – Most recent Report Card or **withdrawal grades** (if enrolling after school has started)  
NOTE: All incoming freshmen will be required to take a Math Placement Test.  
 Grade 11-12: Unofficial transcript and/or Withdrawal Sheet with current grades (if enrolling after school has started)  
 If your student has a current IEP, or 504, please provide a copy of the document.

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

More questions? Call 646-6590 x277 or email [dfarmer@pgusd.org](mailto: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 inter-district 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.

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.

### 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, Cable 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**

Pacific Grove USD  
General Boundary  
Call 831-646-6517  
to check a specific  
address.



**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 District. Please call our District Office (831-646-6517) if you need assistance. If your address has a zip code of “93940”, you are not 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 2019-2020 school year, will begin in mid-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 at 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 us, 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 "class standing", and might be at risk of not 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?**

Our summer school program is only for currently enrolled students who have failed a class.

## **Can we download or request a mailed registration packet?**

Sorry, but registration forms cannot be downloaded nor mailed. All registration is done online, once we receive the required proof of residency and documents.



**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. 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](http://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](http://pghigh.pgusd.org/sports) Or, you can contact our Athletic Director, Todd Buller, [tbuller@pgusd.org](mailto: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 FOR THE 2019-2020 SCHOOL YEAR

## When will we receive our schedules?

For students who enrolled before May 30, 2019, for the 2019-2020 school year, preliminary schedules will be mailed in the summer (usually the last week of June). Students who enroll, after this deadline, will receive their schedule at the time they meet with a counselor in early August 2019.

## 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/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 1 & 2, 2019 pending approval**)

All students are required to "Check In" at Pacific Grove High School on August 1<sup>st</sup> or 2<sup>nd</sup>, 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!

