

June 2018

Dear Parent/Guardian:

If you are enrolling your student during the 2018-2019 school year at Deep Creek High School, we ask that you call (757) 558-5300. Please ask to speak to the Guidance Secretary and she will answer any questions you may have regarding enrollment.

Below you will find the counselor assignments for the 2018-2019 school year:

Mrs. Michael Ann Fitch – Last Names A-F: Michael.Fitch@cpschools.com

Mr. Scott Reppert – Last names G-I: Scott.reppert@cpschools.com

Ms. Ayesha Hughes – Last Names J-P: Ayesha.hughes@cpschools.com

Mr. Fred Barber – Last Names R-Z: Fred.barber@cpschools.com

Mrs. Kathi Hite – Science Medicine Academy: Kathi.hite@cpschools.com

Ms. Karin Williams – Chesapeake Career Center/Truancy Officer:

Karin.williams@cpschools.com

Ms. Maxine Carey- Guidance Director: Maxine.carey@cpschools.com

DOCUMENTATION NEEDED TO ENROLL:

- Withdrawal/Transfer form from previous school with current grades (**required**)
- Transcript for rising 10th, 11th, 12th graders (**required**)
- Final 8th grade report card for rising 9th graders (**required**)
- Discipline Record (**required**)
- Immunization/Shot Record (**required**)
- Birth Certificate (**required**)
- IEP (Individualized Education Program – only for Special Education Students)
- 504 Plan (if applicable)
- SOL Scores (for in-state Virginia transfer students)
- Custody Order **signed** by a judge (if applicable)**

- Foster Care papers (if applicable). You will need to go to our Student Enrollment Office, 312 Cedar Road, Chesapeake, VA 23322 (757) 547-0545

BEFORE coming to register at the high school:

- Proof of Residency (**Current** Gas, Water or Electric bill showing usage)**
- **Please bring your child with you when you enroll. He/she will be picking classes.**

*****Please have the above documentation available at the time of enrollment. We will gladly request the above information from the previous school prior to your appointment, but there is no guarantee as to when the information will be received. Having all documentation available will save a great deal of time.**

****You must contact Student Enrollment if the following applies to you:**

- You just purchased a home (no utility bill)
- You just leased a home/apartment (no utility bill)
- You are living with a Chesapeake Resident
- Your utilities bills are included in rent
- You are 18 years of age and emancipated
- You are living in a hotel/motel
- There is a custody situation
- **Military** Power of Attorney
- You are requesting an out of zone waiver
- Requesting Senior Privilege
- Homeless/McKinney Vento
- Foster students

Phone number for Student Enrollment: 757-547-0545 (direct number)

Important numbers –

Guidance phone number – 757-558-5300

Guidance fax number – 757-558-5346

Revised (6/28/2018)