

WELCOME TO GRASSFIELD HIGH SCHOOL STUDENT ENROLLMENT

All Chesapeake high schools begin enrolling new students on July 1, 2019

New student enrollments are by appointment only

Follow the steps below to enroll your student for classes at Grassfield High School

1. If you are trying to enroll a **new student** to our school, AND your child has **never attended a Chesapeake Public School**, you will need to complete the online registration process. Go to <https://cpschools.com/student-enrollment/> and click on the REGISTER YOUR STUDENT box. Once you have completed this online registration process, allow the GHS Guidance Department two weeks to verify and approve all of your information. Once we have verified and approved all of your information (including the items you will be asked to upload or bring into school), someone from our department will contact you to set up an appointment. If you do not have access to a computer, please visit any of the Chesapeake Public Libraries.
2. If you are trying to enroll a **new student** to our school, AND your child **has attended a Chesapeake Public School** at some point during his/her school career, we ask that you email our Secretary/Registrar, Mrs. Chris Wynn at Christine.Wynn@cpschools.com to set up an enrollment appointment. Please have the required documentation listed below available at the time of enrollment. We will gladly request the 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 at the enrollment appointment will save a great deal of time.
3. If any of the these situations apply to you, please call the Office of Student Enrollment at the CPS School Administrative Building on Cedar Road at 757-547-0545:
 - 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 utility bills are included in the rent payment
 - You are 18 years of age and emancipated
 - You are living in a hotel/motel
 - There is a custody situation
 - You have **Military** Power of Attorney
 - You are requesting an out of zone waiver
 - You are Homeless/McKinney Vento
 - You have a foster child

DOCUMENTATION NEEDED TO ENROLL ALL STUDENTS:

- Withdrawal/Transfer form from previous school with current grades (**required**)
- Transcript for rising 10th, 11th, 12th graders (**required**)
- A final 8th grade report card for rising 9th graders (**required**)
- Immunization/Shot Record (**required**)
- Birth Certificate (**required**)
- IEP (Individualized Education Program – only for Special Education Students) OR 504 (if applicable)
- SOL Scores (for in-state Virginia transfer students)
- Custody Order **signed** by a judge (if applicable)**
- Foster Care papers (if applicable)
- Proof of Residency - **Current (within last month)** gas, water or electric bill showing usage AND is in the name of the parent or legal guardian of the enrolling student.
**If the utility bill is not in the parent's/legal guardian's name – this would be a *Residing With* scenario and documentation needs to be completed with our Student Enrollment Office.

Please bring your child with you when you enroll; he/she will be picking classes.

The School Counselors do not work throughout the summer, so please contact our Guidance Department directly with any questions.
Guidance phone number – 757-558-4509 Guidance fax number – 757-558-9259