

Dear Parent/Guardian:

September 2020

If you are trying to enroll your student for the 2020-2021 school year at Indian River High School, please note the two scenarios below:

1. If you are trying to enroll a new student to our school, AND your student has attended a Chesapeake Public School at some point during his/her school career, we ask that you call (757) 578-7009 or email the assigned School Counselor and he/she will assist you and set up an enrollment appointment.

Students Last Names A – Cr	Mr. Tim Hargrove	timothy.hargrove@cpschools.com
Students Last Names Cu – Har	Ms. Teonna Thompson	teonna.thompson@cpschools.com
Student Last Names Has – Mc	Mrs. Christen Jones	christen.jones@cpschools.com
Student Last Names Me – Sc	Mrs. Katrina Peterson	katrina.peterson@cpschools.com
Student Last Names Se – Z	Ms. Kelly Potts	Kelly.potts@cpschools.com
Student Assistance Counselor	Mrs. Crystal Goodman	crystal.goodman@cpschools.com
Guidance Secretary/Registrar	Mrs. Nicole Eze	Nicole.eze@cpschools.com
School Counseling Director	Mr. Scott Cohen	scott.cohen@cpschools.com

2. **We prefer that all enrollment appointments be virtual meetings. We will be happy to set up a zoom or google meet meeting. If you do not have the technology to support this, we can arrange a face to face meeting in the school building. If we do a face to face meeting in the school, we ask that only the enrolling student and parent/guardians attend and that everyone wear a mask.** During the summer, we enroll new students by appointment only. The list of required items for you to bring in at enrollment is listed below.
3. If you are trying to enroll a new student to our school, AND your student 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 IRHS Guidance Department one week 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 to you to set up an appointment. **We prefer that all enrollment appointments be virtual meetings. We will be happy to set up a zoom or google meet meeting. If you do not have the technology to support this, we can arrange a face to face meeting in the school building. If we do a face to face meeting in the school, we ask that only the enrolling student and parent/guardians attend and that everyone wear a mask.** If you do not have access to a computer, please visit any of the Chesapeake Public Libraries and you can use a computer there.

*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.

DOCUMENTATION NEEDED TO ENROLL FOR 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 (**recommended**)
- Immunization/Shot Record (**required**)
- Birth Certificate (**required**)
- IEP (Individualized Education Program – only for Special Education Students)
- 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** 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 (see above) and documentation would need to be completed with our Student Enrollment Office.
- **And please bring your child with you when you enroll or when we have the online video meeting. He/she will be picking classes.**

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 – Residing With Form required
- 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 Option
- Homeless/McKinney Vento

E-mail for Student Enrollment cps-osea@cpschools.com **Phone number for Student Enrollment** – 757-547-0545

Please note that if you have to go to our Student Enrollment Office on Cedar Road in our School Administration Building, you must have an appointment.

Important numbers –

Guidance phone number – 757-578-7009

Guidance fax number – 757-578-3420