

New Student Enrollment/Withdrawal

Enrollment

New students are required to present the following documents upon enrollment:

Proof of Residence (Utility bill - -Virginia Dominion Power, Virginia Natural Gas, Hampton Roads Sanitation)

Immunization (Shot Record)

Parent/Guardian Photo ID with Chesapeake Address

Birth Certificate

Report Card / Withdrawal Form

Individualized Education Plan (I.E.P.)

SOL Test Scores (Standards of Learning)

Legal Custody Papers (if applicable)

Enrollment packages are available at Oscar Smith High School Guidance Department

Withdrawal

The steps in the withdrawal process are as follows:

1. The student will need to pick up a withdrawal form from the guidance secretary. A parent or guardian must physically come into the guidance with the withdrawal form completely filled out with a photo id proving they are parent or guardian to withdraw the student.
2. The student must return all books and check out with each of his/her teachers, the bookkeeper, and media center. If any textbooks or library books are owed, the student will need to return the books or pay to replace them prior to withdrawing.
3. Once the student has completed the withdrawal process, the guidance secretary will give the parent or guardian copies of the withdrawal form, transcript, and shot record.