

Dear Parent/Guardian:

Summer 2018

If you are trying to enroll your student for the 2018-2019 school year at Oscar High School, we ask that you call (757) 548-0992 to set up an appointment. All Chesapeake high schools begin enrolling new students on July 2, 2018. The Guidance Secretary will set up an appointment for you. During the summer, we enroll new students by appointment only. Below you will find the counselor assignments for the 2018-2019 school year, but these may change due to enrollment.

Mrs. Amy Lundgren –	Last Names A - Cok	Amy.Lundgren@cpschools.com
Ms. Jenny Barringer -	Last Names Col - God	Jenny.Barringer@cpschools.com
Mrs. Brandy Wicker –	Last Names Goi - Kel	Brandy.Wicker@cpschools.com
Dr. Denita Bottoms –	Last Names Ken - Pan	Denita.Bottoms@cpschools.com
Mrs. Valerie Lamb –	Last Names Par - Spel	Valerie.Lamb@cpschools.com
Mrs. Kelly Morgan -	Last Names Spen - Z	Kelly.Morgan@cpschools.com
Mrs. Audra Jeffries -	Guidance Director	Audra.Jeffries@cpschools.com

The Guidance Counselors do not work throughout the summer, so it is recommended that you call Guidance during the summer months if you have a specific question for a counselor. Please contact the Guidance Secretary to set up an appointment. You may also contact Mrs. Jeffries, the Guidance Director, throughout the summer with general Guidance questions. It is best to reach him through the e-mail address above.

In order to enroll, you will need to bring the following things.

DOCUMENTATION NEEDED TO ENROLL:

- 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)
- SOL Scores (for in-state Virginia transfer students)
- Final Custody Order signed by a judge (if applicable)**
- Foster Care papers (if applicable – **have to go through Office of Student Enrollment**)
- Proof of Residency (**Current** Gas, Water or Electric bill showing usage)**
- **And 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, 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 enrolling a student in Foster Care
- 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 Option
- Homeless/McKinney Vento

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

Important numbers –

Guidance phone number – 757-548-0992

Guidance fax number – 757-549-5176