



Welcome to Coppell High School 2016-2017



New Student Enrollment Information

New student enrollment for the 2016-2017 school year **will begin in August.**

Email is the only way to schedule appointments. To set-up an appointment to meet with the registrar for enrollment and the counselor for a schedule, please send an email with answers to the 16 questions below to the appropriate registrar:

Linda Norrick for 9th grade – lnorrick@coppellisd.com (214-496-6148)

Tarri McFarland for 10th, 11th and 12th grades – tmcfarland@coppellisd.com (214-496-6156)

1. Student Full Name (Last, First)
2. Student Date of Birth
3. Parent/Guardian Name
4. Are you the natural Parent or legal Guardian (please designate)
5. Parent/Guardian Email Address (to be used as login)
6. Student Grade
7. Name and address of the Last School Student Attended & dates of attendance
8. Has student ever attended CISD? If so, when and which campus?
9. Do you have any other students in CISD?
10. Physical Residence Address in Coppell (NO PO BOX) (Must be currently residing in the district to register)
11. When did you move in to your home?
12. Is the lease/mortgage in your name?
13. Home Phone Number
14. Cell Phone Number
15. Please List Any Special Needs or Programs (Special Education, 504, GT, ESL, etc....)
16. Primary Language Spoken in Your Home

Once provided, the registrar will email you confirmation of receipt, further instructions and an appointment date/time.

Documentation you will need to provide at time of enrollment appointment:

****CHS will not request school records before enrollment****

1. Proof of Residency in Coppell School District
One of the Following May Be Used:
 - a. Signed Settlement Statement (signatures required are the purchaser & the Title agent). A preliminary statement for estimation of closing costs is not acceptable; or
 - b. Current Signed Rental Agreement (signatures must be provided by both parties). Agreement must show occupancy date
2. Current Electric, water or gas bill containing the resident's name and address
3. Student's original State Certified Birth Certificate (CHS will copy)
4. Student's original Social Security Card (CHS will copy)
5. Photo identification of parent/legal guardian (driver's license/passport)
 - a. a custodial parent will need to provide a copy of the divorce decree if needed
 - b. legal guardian must provide court documentation or notarized paperwork
6. Current Transcript **must be** provided
7. Most Recent Report Card
8. EOC Score Sheets for test taken for Algebra I, Biology, English I, English II & US History
9. Immunizations (Texas state law will not allow any student to start without this) If you are moving from out of state or out of the country, please contact the Dallas County Immunization Clinic to have the shot record reviewed
10. Withdrawal form from previously attended school if enrolling during the school year
11. Incoming Freshmen –
 - a. Please go to the Home page of Coppell HS and view the information for about 9th Grade Course Registration
 - b. Please provide proof of high school credits by transcript if any have been earned

To be considered for the 10th, 11th or 12th grade levels, you must meet our district requirements for each grade level. Please refer to our 2016-2017 Course Planning Guide, under Promotion on Page 24.

****IT IS YOUR RESPONSIBILITY TO PROVIDE THESE DOCUMENTS.** The previous school will be able to provide you with an unofficial transcript, immunizations and last report card. **CHS will request OFFICIAL records at a later date.****