

WILLIS JUNIOR HIGH SCHOOL
401 S MCQUEEN ROAD
CHANDLER, AZ 85225
(480) 883-5700 FAX (480) 883-5720

REGISTRATION CHECKLIST

Please be prepared to present ALL these items. If your students' records need to be requested from the previous school, you'll need to provide school contact information and your registration process may be delayed or you may even have to reschedule your appointment for a later date.

*****Registration is by appointment only*****

Name _____ Date _____

PROOF OF RESIDENCE – One of the following must be submitted:

- Current Utility Bill (Gas, Electric, Water) in parent/guardian's name and address. Disconnect notices will not be accepted.
- Title Papers
- Purchase Contract
- Lease/Rental Agreement (must be on letterhead of rental company)

IMMUNIZATION RECORDS – To comply with Arizona State Law these immunizations are required for school attendance: Minimum requirements: MMR (2); DPT (5); TD/DT within the last 10 years; Polio (4); Hep B (3). Document signed by physician, physicians' office, health provider, or former school record with signature will be acceptable.

BIRTH CERTIFICATE (STATE CERTIFIED) – All students must have a Birth Certificate on file.

UNOFFICIAL TRANSCRIPTS

WITHDRAWAL PAPERS - Students need official withdrawal documents and transfer grades if enrolling during the school year. Failure to provide transfer grades may result in loss of credit.

AIMS/AZ MERIT TEST RESULTS

LEGAL GUARDIANSHIP OR LEGAL CUSTODY PAPERS – One of the following must be submitted:

- Custody Papers
- Arizona Court Appointed Guardianship Papers
- Documentation from Superior Juvenile Court Of Arizona showing the pending court date for your Guardianship hearing. Final papers must be provided within week of the hearing date. The closest Superior Juvenile Court offices are located @ 1810 South Lewis, Mesa, AZ - (602) 506-2853; major cross streets are Baseline & Mesa Drive.

SPECIAL EDUCATION STUDENTS

- Current copy of IEP and current psychological report

REGISTRATION PACKET

- Enrollment form
- Home Language preference questionnaire
- Emergency form
- Student Citizenship Contract
- Enrollment Routing Slip

If you have any questions or to schedule an appointment, please contact the registrar, Barb Dunville at (480) 883-5724