

# GRANADA HILLS CHARTER

## Fall 2019 Enrollment for Students who Reside within the GHC High School Residential Pre-Charter Boundary

All students need to complete the enrollment process. Because LAUSD does not send charter schools enrollment lists or data, there is NO automatic enrollment for students who reside within the pre-charter boundaries. Therefore, all students must follow the procedures below whether they reside within the pre-charter residential boundaries or are accepted through the Open Enrollment Lottery.

For students who reside within the GHC High School pre-charter residential boundaries, GHC is offering enrollment appointments beginning November 5, 2018. Appointments for students accepted through the lottery will be available after the lottery which is January 26, 2019.

### **What do you need to do? Follow the steps below**

**Step 1:** Go to <http://rsi.lausd.net/ResidentSchoolIdentifier/> to determine if you reside in the GHC High School pre-charter boundary.

**Step 2:** Make an online appointment at <http://www.ghchs.com/fall2019/>.

Day	Date	Time	Room
Monday-Friday	November 5-December 13	8:00 a.m. - 12:00 p.m.	Attendance Office
Wednesday	November 7 & 14	4:00 p.m. - 7:00 p.m.	Start in College Office
Wednesday	November 28	4:00 p.m. - 7:00 p.m.	Start in College Office
Wednesday	December 5 & 12	4:00 p.m. - 7:00 p.m.	Start in College Office

**Step 3:** Fill out the online GHC enrollment form at [www.ghchs.com/enroll/](http://www.ghchs.com/enroll/). Follow the instructions on the back of this sheet.

**Step 4:** To show proof of pre-charter boundary residency, please bring the documents listed below:

- CURRENT DWP bill AND Gas bill
- Parent/Guardian driver's license with the residential address
- Student's birth certificate or passport
- Student's immunization records
- If applicable, legal guardianship issued by the court

All of the documents listed above are mandatory. If all mandatory documents are NOT provided at the time of the appointment, the student will not be enrolled. A new enrollment appointment must be made. Please email the Attendance Office [attendance@ghchs.com](mailto:attendance@ghchs.com) if these bills cannot be provided or if the student is homeless.

**Voluntary documents which can be provided after enrollment:** To ensure appropriate course placement, we encourage parents to provide the most recent report card or transcript. If applicable, it is helpful for the parents to provide 504 or IEP documentation.

**Step 5:** Finish the enrollment in the Counseling Office where you will be provided information to make a Counseling Intake Appointment. Academic programs are filled on a first appointment basis.

**Other important information:** All Granada Hills Charter students must complete the Summer Transition Academy (STA) requirement in order to earn a GHCHS diploma. The STA is a three-week program beginning on Monday, July 1 and concluding on Friday, July 19, 2019. New students programmed into the 2019 STA session who do not report to or complete the STA will receive a grade of F and will be scheduled for the 2020 STA. For more information about STA, please go to [www.ghchs.com/STA](http://www.ghchs.com/STA)

## Instructions to fill out the online enrollment form:

- You will need to go to [www.ghchs.com/enroll/](http://www.ghchs.com/enroll/) (there is no link on Granada's website for the online enrollment form, type this into the address bar).
- Once there you will need to click on the "Register New Account" link which will take you to the account creation page you will use only for enrollment. On that page you will enter your name, create your own login and password, and put in your residential information and click on the "submit" button.
- On the next page, you will click on the "New Application" button and then the "Go" button underneath that when it appears.
- On the enrollment form, you will need to select the 2018-2019 school year button, then enter today's date (the day in which you are filling the online form out), then select 8<sup>th</sup> grade or current grade level . Our school has not advanced anyone to the next grade level yet. Your student's grade level will change accordingly when our system is ready.
- When filling out the application, please **SKIP the "Contacts" section**. We have a form in the office you will fill out with contact information.
- The sections you will need to fill out are "Student Information Tab," "Additional Information," and "Additional Questions".
- A couple of tips – you only have 20 minutes to fill out the form otherwise you will be timed out and it will ask you to log in again. It is recommended that you click "Save" button after each section to save your work. When you are done, click the "I Agree" and then "Submit."
- If the enrollment form is submitted correctly, you will see your student's name with the word "Submitted" by it and then you can log out.
- You must come into the Attendance office to complete enrollment by making an appointment and providing mandatory documents as listed on the reverse side.
- The student is NOT enrolled if this process is not completed and you have come into the attendance office to complete enrollment process.