

Kickapoo High School

Future Chiefs

2015/2016 Enrollment Procedure for **Private/Homeschooled** students grades 9th-12th who are living within the Kickapoo High School Attendance area..., **(all other students should refer to the next page).**

1. Call Debbie Sibet, Counseling Secretary, at 417-523-8560 to set up an appointment for the week of March 2nd-6th to process the enrollment. During this appointment you will also meet with your child's Counselor to choose courses for next year.
2. Prior to your appointment fax or email the KHS Student Enrollment Information Checklist and the Request for Records. This should be done as soon as possible.
3. Options for completing enrollment paperwork:
Option A:
Online enrollment (click on the Online Enrollment Folder tab)
This is the most efficient way to expedite the enrollment process.
Please bring the [Health Inventory](#) and the [English Language Survey](#) completed to your enrollment appointment.
Option B:
Paper/Pen completion (click on the Enrollment Packet Folder tab).
Please bring ALL completed forms with you at time of enrollment.
4. Whichever choice is made in completing the enrollment paperwork, the enrollment is **NOT COMPLETE** until the following documents are received:
 - a. Proof of Residency for the Kickapoo Attendance Area
 - b. Immunization Record
 - c. School Records which will include the student's grade report and Transcript, Attendance Information, Discipline record, and a copy of the student's 504 or IEP and Evaluation Report if applicable. (School records will be requested from the school once a signed release from the parent/guardian has been obtained. All records will need to be received from the school prior to any scheduling appointment.