



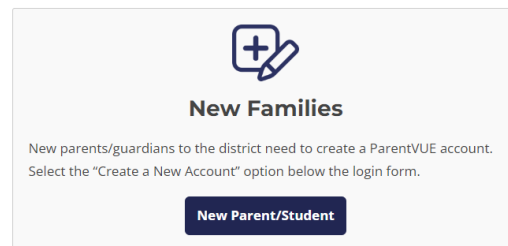
WELCOME TO MONROE HIGH SCHOOL

1. Registration is online @ www.Monroe.K12.or.us

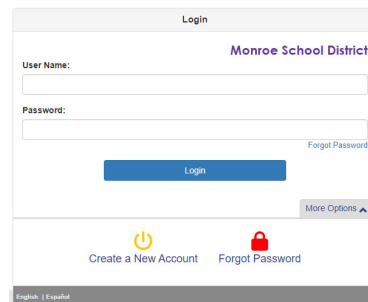
- a. Select Student Registration



- b. Select New Families



- c. Select "Create a New Account"



- d. Complete Parent Account Activation and Proceed with Student Registration

- i. **As a new student to the District** please have the following documents ready to upload to the registration portal or hand deliver to the high school registrar asap.

1. **Proof of Residency** - In order to register your student in the Monroe School District the parent or guardian must provide at least one (1) piece of documentation indicating the place of residency. This document can be uploaded at the time of registration or can be hand-delivered to the school office.
2. **Immunization Records** - All students entering Oregon public schools are required by law to be immunized prior to the start of classes. Proof of immunizations or signed waiver is required at the time of enrollment and must include the name of the person, the birthdate, the type of vaccine administered, and the month, day, and year of each immunization. Immunizations are available at no cost through the County Health Department. Call the Immunization Hotline for dates and locations.
3. **Birth Certificate** - This certificate is used to verify the correct legal name and birthdate. In compliance with federal, state, and district guidelines, all

students are enrolled using the legal name on the student's birth certificate UNLESS there has been a court-ordered name change and a photocopy of the name change has been provided at enrollment. (You have 30 days to provide a certified copy of the birth certificate or other reliable proof of identity with an affidavit explaining why you can't provide a birth certificate is acceptable.) Birth Certificates can be uploaded at the time of registration or hand delivered to the school office.

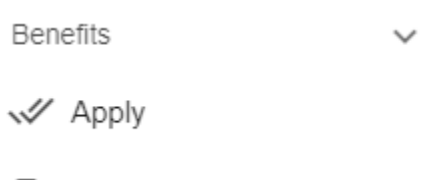
4. **Legal guardianship or custody papers** - Legal guardianship or custody papers are necessary, if applicable to this student based on the following scenarios:

- If an adoption has taken place, it is reflected with an amended birth certificate, and student lives with adoptive parents as listed on the amended birth certificate, that is sufficient.
- If student lives with one custodial parent as the result of a divorce.
- If the student lives with anyone else, i.e. grandparents, aunt, uncle, sibling, friends or other relatives. **We must have a photocopy of the court papers granting guardianship within 30 days of enrollment.** Court papers granting guardianship can be uploaded at the time of registration or hand delivered to the school office.

2. Register for a Meal Account on the same page as in step 1



- a. Once account is created, we HIGHLY encourage all families in the district to apply for meal benefits. Button is on left side bar.



3. If you are wanting to play sports, you can then proceed to Sports Registration

