



New Student Enrollment Procedures



Welcome to Plano West Senior High School.

To register a new student, please call the Counseling Office for an appointment at 469-752-9615.

Enrollment Criteria -The student will need to meet these requirements and/or bring the following items to the appointment in order to enroll:

- ❖ Must be entering **11th or 12th GRADE**
- ❖ Must have at least one **PARENT/GUARDIAN** attend the meeting with them. If the student will be living with a guardian *instead* of a parent, they must first contact Student Administrative Services* to complete the necessary Guardianship and/or Proof of Residency paperwork before scheduling an enrollment appointment.
- ❖ **PROOF OF RESIDENCY** - Must provide one of the following items for proof of residency in Plano ISD. (Visit www.pisd.edu and click on “Schools” then “School Finder” to type in your residential address and determine which school your address feeds into.) Contact Student Administrative Services* for district Proof of Residency paperwork if student resides with someone other than a parent.
 - A current hardcopy of the gas or electric bill, or
 - A current hardcopy of the signed lease or purchase agreement, or
 - Registration permit (If you are building a house, you must go to Student Administrative Services* to obtain a registration permit before making the appointment to register.)
- ❖ **ORIGINAL BIRTH CERTIFICATE** (or certified copy, which includes a certificate number and is issued by the state), or Passport
- ❖ **SOCIAL SECURITY CARD**
- ❖ **IMMUNIZATION RECORDS** (required before student can start classes)
- ❖ **TRANSCRIPT** – *Unofficial* copy of the high school transcript with all classes and grades since the start of 9th grade. We will request the official records *after* the enrollment takes place.
- ❖ **OFFICIAL WITHDRAWAL PAPERWORK** and name and address from previous school.
- ❖ **PARENT’S DRIVER’S LICENSE**
- ❖ **GUARDIANSHIP PAPERS**, if appropriate.
- ❖ **HOME LANGUAGE SURVEY** (completed at enrollment appointment)

*Student Administrative Services

5804 Coit Road

469-752-3795