

## ***Registration/Enrollment Information for Oak Canyon Jr. High***

### **If Oak Canyon is not your boundary school:**

- Please go to the Oak Canyon web page (oakcanyon.alpineschools.org) under "Parents & Community"
  - a. scroll down to "Out of Boundary Request."
  - b. Complete the electronic form, and submit for approval
  - c. Within a couple of days, you should receive an email indicating the request has been approved or denied.
  - d. Once it has been approved, go ahead and register your student online by using the following steps.

### **To register/enroll your student:**

- Please go to the Oak Canyon web page (oakcanyon.alpineschools.org)
  - a. Click on the box, next to the slider on this main page, that says, "New Student Registration," and proceed to register your student.
  - b. Please be prepared to upload the following documents as part of the enrollment process. Incomplete applications will not be approved:
    - **Birth Certificate**
    - **Immunization Records**
    - **Proof of Residency** – one of the following is required that shows name and address. *A utility bill, a rental agreement or purchase agreement, a building permit.* *(Driver's license WILL NOT be accepted)*
    - **Divorce Decree** (if applicable) *Only a parent with "physical custody" can register a student*
    - **IEP or 504**

Please feel free to contact me if you have questions or concerns.

Thank you.

Cali Templeman  
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Oak Canyon Jr High  
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