



FRANKLIN HIGH SCHOOL ENROLLMENT INSTRUCTIONS

Welcome! Whether you are new to Portland Public Schools or returning, we look forward to meeting you. Having all the necessary documentation will help this process move smoothly.

中文 | Chinese (503) 916-3585 Русский | Russian (503) 916-3583 Soomaali | Somali (503) 916-3586 Español | Spanish (503) 916-3582 Tiếng Việt | Vietnamese (503) 916-3584

Please know that the following items are required for enrollment:

- Families need to verify an address within Franklin's boundaries. Families can go to pps.net/schoolfinder to determine their neighborhood school. Requests to attend another school should be directed to [PPS enrollment and transfer](#).
- Registration Form:** Please print and fill out the [new student registration form](#). The form can also be picked at the Franklin main office.
- Please print and complete our [quick support need questionnaire](#) so we can best support you.** The form can also be picked at the Franklin main office.
- Proof of Age:** Proof of age for the student includes a birth certificate, baptismal certificate, passport, other similar document. Students currently enrolled with PPS are not required to bring proof of age.
- School Contact Information:** Please bring previous school information.
- Proof of Residency:** Two original documents from the following list are **required** as proof of residency. ***These documents must be dated within the last 30 days and reflect the home address of the parent/guardian and student.***
 - Financial Documents (bank statement, credit card bill, pay stub)
 - Utility Bills (phone, electric, natural gas, water)
 - Government Documents (Social Security, Unemployment Insurance, WIC, Oregon Health Plan).
 - Insurance (home, rental, health or car)
 - Real Estate Documents (mortgage, rental, lease agreement)
 - Note: A driver's license is not an acceptable proof of residency
 - Proof of legal guardianship if you are not the parent ***If you are not the legal parent or guardian of the student, please contact the Enrollment and Transfer Center at 503-916-3205.***
- A Transcript** is necessary for grades 10-12 or after February 1st for 9th graders.
- Withdrawal Grades** are necessary for incoming students after September 15th.
- IEP** if applicable. Having a copy of the current IEP for enrollment is imperative. If needed, we will assist in getting a copy from the previous school.
- 504 plan** if applicable, please bring a copy.
- Photo ID for Parent or Legal Guardian**

Once you have gathered all the items above, please contact Jill Register in room M-132 (VP office) or at 503-916-5140 x 84347 to complete the enrollment process.



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REMINDER: Free and Reduced lunch is available for students! Applications are available online:

<https://www.pps.net/Page/2464>

Please be aware that **Immunization Records are required. Please bring them to your enrollment appointment if available.** Evidence of immunization needs to include proof of diphtheria, tetanus, polio, hepatitis B, chicken pox, Hib, mumps, rubella, and measles. These are required unless parents wish to seek an exemption because of medical or religious reasons. Reference the [Vaccine Requirements](#) for specific grade level requirements. Please download the [Oregon Certificate of Immunization Form](#) in advance. The Oregon Certificate of Immunization Form must be completed by the parent/guardian. **Students without proper immunizations will be excluded from school on February 20, 2019.**