



## 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](https://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.*
- Photo ID for Parent or Legal Guardian**
- School Contact Information:** Please bring previous school information.
- Proof of Address:** **TWO** original documents from the following list are **required** as proof of address. **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** electric, garbage, 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 address.*
- Immunizations-**Evidence of immunization needs to include proof of diphtheria, tetanus, polio, hepatitis B, chicken pox, Hib, mumps, rubella, and measles.
- A Transcript** is necessary for grades 10-12 or after February 1<sup>st</sup> for 9th graders.
- Withdrawal Grades** are necessary for incoming students after September 15<sup>th</sup>.
- 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.

**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.**

**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. . 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, 2020.**



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