

JEFFERSON HIGH SCHOOL ENROLLMENT PROCEDURES

Portland Public Schools Forms and JHS/MCAS Forms:

1. _____ Proof of Address
Two or more documents dated within the last 30 days:
Preferably a utility bill.
2. _____ Recent Transcript (unofficial)
3. _____ Individual Education Plan (IEP) – *if applicable*
4. _____ Completed Portland Public Schools Student Registration Form
5. _____ JHS Clearance for Enrollment form
6. _____ E & T Dual Assignment form
7. _____ Birth Certificate or Proof of Guardianship
8. _____ Immunizations
9. _____ Request for Special Education Records (if needed)
10. _____ Release of Information form for PCC, SEI and the Latino Network

NO INTERVIEW WITHOUT REQUIRED PAPERWORK LISTED ABOVE

An interview appointment needs to be scheduled with the appropriate Vice Principal:

Khandice Love – 9th and 10th grades

Ricky Allen – 11th and 12th

To schedule an interview and for any additional questions, please contact the Registrar and Vice Principal's Secretary Holly Blakeslee-Gordon at: hbgordon@pps.net

After the Interview, if student is accepted:

Completed paperwork goes to Registrar.

Counseling Secretary will contact family after all paperwork has been submitted and the student has been enrolled for a class scheduling appointment.

Counseling Secretary is Michael Sanchez. He can be contacted at: msanchez1@pps.net