

Sacramento Charter High School

"Service for Others"

2315 34th Street, Sacramento, CA 95817

916-277-6200

Dear Prospective Student and Family,

We are excited that you are interested in attending Sacramento Charter High School.

Our Fall 2012 term begins on Monday, August 6, 2012

There are **5 steps to ensuring your successful enrollment** at Sac High. Please carefully read all the steps below to fully understand the enrollment process. Should you have any questions about the process please call the Admissions Hotline at 916-649-7910 for assistance.

1. GET AN APPLICATION

There are several ways to get an application – choose the one that works best for you.

- Download an application from www.sachigh.org
- Pick up an application at the Sac High front office Monday – Friday from 7:30am – 4:00pm
- Come directly to the Admissions Office on Wednesdays from 12:00 – 2:00pm during walk-in hours

2. COMPLETE & SUBMIT THE APPLICATION

An application is **ONLY** considered complete when:

- It has both student and parent signatures and it includes the required documentation listed in the chart below.

Required Documents to complete an enrollment file	
ALL STUDENTS	<ul style="list-style-type: none"> • Birth certificate (official copy from a County Records office, we do not accept a hospital certificate.) • Address verification (i.e., copy of bill or lease, driver's license not accepted.) • Immunization records with T-dap • Prior school behavior / discipline records. (if records show any suspensions or expulsions, the applicant & parent/guardian will be scheduled for a mandatory session with dean of students.)
9 th grade must also submit	STAR / CST scores (from 7 th grade)
10 th grade must also submit	Past transcripts
11 th grade or 12 th grade Must also submit	Past transcripts CAHSEE scores
If current IEP or 504	Provide copy of IEP or 504 Plan upon enrollment
If living with guardian	Proof of guardianship if not living with birth parent May submit a letter from birth parent that has been notarized OR copy of official court papers. Another option is to download this online form and submit after it has been notarized http://www.courts.ca.gov/selfhelp-guardianship.htm
Foster youth	May submit a completed application only, while remaining required supporting documents may be submitted after enrollment date.

Incomplete applications that do not have all of the required documents listed above may delay your admission and ability to start school on the first day.

- Applications can be submitted to the front office at Sac High

3. CONFIRM YOUR APPLICATION IS BEING PROCESSED

- The Admissions Office will call you to confirm we have received your complete application.
- If your application is NOT complete, we will notify you of the steps you should take to complete the application
- NOTE that the application requires several documents from the student's former school. As school districts close early June through the end of July, you will likely have a difficult time getting your student's required documents during this time. We urge you to get them as early as possible!

4. RECEIVE CONFIRMATION OF ENROLLMENT

- Students with a completed application – including all supporting documents- will be notified after **February 28, 2012** as to their admissions.
- Students whose application is complete **AFTER February 24, 2012** will be notified *within a two-week period* as to their admissions status.
- Students whose application is complete after **July 27, 2012** will be notified by telephone as to their admissions status. NOTE that students whose application is complete after July 27th will not be eligible to start on the August 6th first day of school

5. ATTEND A REQUIRED ORIENTATION SESSION

- All admitted students must attend a required orientation with a parent or guardian.
- **All admitted students will receive an orientation schedule in the spring for summer orientation dates.**
- Students can only begin at Sac High once they have completed the required orientation session.
- **NOTE: Students with past suspensions or expulsions will attend an additional required meeting with parent, student and Sac High Dean of Students. This meeting will be in addition to the required school orientation.**