

Dear Parent/Guardian:

Summer 2017

If you are trying to enroll your student for the 2017-2018 school year at Indian River High School, we ask that you call (757) 578-7009 to set up an appointment. All Chesapeake high schools begin enrolling new students on July 3, 2017. The Guidance Secretary will set up an appointment for you. During the summer, we enroll new students by appointment only. Below you will find the counselor assignments for the 2017-2018 school year, but these may change due to enrollment.

Mrs. Crystal Goodman –	Last names A - Cas	crystal.goodman@cpschools.com
Mrs. Dee Winslow -	Last names Cat-F	dee.winslow@cpschools.com
Mrs. Heidi Ross –	Last Names G-Ka	Heidi.ross@cpschools.com
Mrs. Gail Hunt –	Last Names Ke-Ol	Gail.hunt@cpschools.com
Mrs. Katrina Peterson –	Last Names Om-O. Smith	Katrina.Peterson@cpschools.com
Ms. Shirley Coltrane -	Last Names P. Smith - Z	shirley.coltrane@cpschools.com
Mr. Scott Cohen	Guidance Director	scott.cohen@cpschools.com

The Guidance Counselors do not work throughout the summer, so it is recommended that you call Guidance during the summer months if you have a specific question for a counselor. Please contact Mrs. Nicole Eze, the Guidance Secretary at Nicole.eze@cpschools.com to set up an appointment. You may also contact Mr. Cohen, the Guidance Director, throughout the summer with general Guidance questions. It is best to reach him through the e-mail address above.

In order to enroll, you will need to bring the following things.

DOCUMENTATION NEEDED TO ENROLL:

- Withdrawal/Transfer form from previous school with current grades (**required**)
- Transcript for rising 10th, 11th, 12th graders (**required**)
- A final 8th grade report card for rising 9th graders (**required**)
- Immunization/Shot Record (**required**)
- Birth Certificate (**required**)
- IEP (Individualized Education Program – only for Special Education Students)
- SOL Scores (for in-state Virginia transfer students)
- Custody Order signed by a judge (if applicable)**
- Foster Care papers (if applicable)
- Proof of Residency (**Current** Gas, Water or Electric bill showing usage)**
- **And please bring your child with you when you enroll. He/she will be picking classes.**

***Please have the above documentation available at the time of enrollment. We will gladly request the above information from the previous school prior to your appointment, but there is no guarantee as to when the information will be received. Having all documentation available will save a great deal of time.

You must contact **Student Enrollment if the following applies to you:

- You just purchased a home (no utility bill)
- You just leased a home/apartment (no utility bill)
- You are living with a Chesapeake Resident
- Your utilities bills are included in rent
- You are 18 years of age and emancipated
- You are living in a hotel/motel
- There is a custody situation
- **Military** Power of Attorney
- You are requesting an out of zone waiver
- Requesting Senior Option
- Homeless/McKinney Vento

Phone number for Student Enrollment [757-547-0545](tel:757-547-0545) (direct number)

Important numbers –

Guidance phone number – 757-578-7009

Guidance fax number – 757-578-3420