

Enrollment Registration and Withdraw Information

Student Enrollment Registration

If you plan to enroll your child please come into the Evergreen Counseling Center or call Mrs. McGee, Registrar, 503-844-1401. When enrolling your child you will need the following:

- **Confirm with transportation your child lives in the Evergreen boundaries** (Evergreen can do this)
- **Complete enrollment packet, including immunizations**
- **Provide proof of student birth date** (i.e.—original or certified copy of birth certificate, current passport, etc.)
- **Provide proof of residency** (i.e.— piece of mail, utility bill, ID, lease or mortgage agreement, etc.)
- **Counselor meeting** (to create a student schedule, start date and Q & A time)

The enrollment packet can either be completed upon your arrival followed by a counselor meeting, pending counselor availability, or you are welcome to take the enrollment packet home and return for a scheduled meeting with the counselor and bring completed enrollment packet and any necessary documentation.

Student Withdraw

If you plan to withdraw your child, please provide as much notice as possible. You can either come into the Counseling Center or contact Mrs. McGee, Registrar, 503-844-1401, or anyone in the Counseling Center, with the following information:

- **Name of person reporting the withdraw**
- **Name of student withdrawing**
- **Student's last day of school**
- **Reason for withdraw**
- **Forwarding address or area student will be relocated to and the planned school of enrollment**

When possible, please let us know ahead of time that your child will be withdrawn. Traditionally, students run a Withdraw Form on their last day of school so they have helpful information to bring to their new school, making the withdrawal and new enrollment process as smooth as possible.