**Mountain Crest High School Enrollment Information**

**Required Documents:**

* Online Registration completed
* Immunization Record (must be parent original or from physician)
* Birth Certificate (must be original)
* **TWO** proofs of residency (see attached list for required documents)
* Parent photo ID

**Online Registration Instructions:**

* Visit ccsdut.org
* Under the “Find Information Regarding” column, choose “Enrollment for New/Returning Students”
* Follow the instructions provided for online registration. (if you need help or have questions, call CCSD Help Desk at 435-702-7614)
* After online registration is complete, bring original copies of birth certificate, immunizations. Parent ID, and proof of residency to Ridgeline High School to finalize registration.

A parent or guardian must be present when registering for Mountain Crest High School. The student must reside with biological/legal parent within school boundaries. If this is not the case, the student must apply for School Choice at the Cache County School District. For questions about School Choice, contact Keisa Lindley at 435-752-3925.

To view graduation requirements and courses available, go to our website at <https://www.ccsdut.org/MC> . Under the For Students column, select MCHS Course Book. Students will need to select 15 classes with 2 alternate choices; they should turn in their class requests to Amy Archibald, Registrar, preferably at the time of enrollment.

**PROOF OF RESIDENCY DOCUMENTS – *applicants must submit one from each of the following columns***

**\*\*Name and address on these documents from Column A and B must match the name and address of the parent of the student being registered. \*\***

|  |  |  |
| --- | --- | --- |
| **Column A** | **Column B** | **Column C** |
| * Copy of deed and/or record of most recent mortgage payment; or * Copy of lease AND record of most recent rent payment; or * Legal affidavit from landlord affirming tenant AND record of most recent rent payment. * Copy of title work, closing papers or paperwork from recorder’s office if you recently closed on a home. | **Dated within the past 60 days:**   * Payroll stub * Bank or credit card statement * Utility bill such as:   Gas Bill  Electric Bill  Home phone or cell phone bill  Cable Bill  Other bills (water, sewer, satellite, etc)   * Unemployment Check * Welfare/Government Assistance documentation | * Valid Utah driver license * Valid Utah photo identification card * Valid passport * Voter registration documentation |
| **The following DO NOT establish residency:** | | |
| * Powers of attorney * Letters from friends or relatives | * Property owned in Utah school district boundaries * P.O. box in school district boundaries * If utility bills are sent to a PO box, bill MUST contain residence address |  |

**Contact Amy Archibald 435-245-6093 or by email** [**amy.archibald@ccsdut.org**](mailto:amy.archibald@ccsdut.org) **to set up an appointment**