**Green Canyon 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 Green Canyon High School. The student must reside with biological/legal parent within school boundaries. If not, 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/greencanyon> . Under the Departments column, select Counseling. Once on the counseling page, choose Registration Guide Book on the left hand side. Students will need to select 15 classes with 2 alternate choices; they should turn in their class requests to Sandie Nyman, 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 Sandie Nyman 435-792-9305 or by email** [**sandie.nyman@ccsdut.org**](mailto:amy.archibald@ccsdut.org) **to set up an appointment**