

Ridgeline High School Enrollment Information

Online Registration Instructions:

- Visit ccsdut.org
- Under the “Find Information Regarding” column, choose “Registration”
- Follow the instructions provided for online registration. It is a two-step process, you should receive an email to complete the registration forms. (If you need help or have questions, call CCSD Help Desk at 435-792-7614).

Required Documents:

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

After online registration is completed and you have the required documentation, contact Gay Leishman at 435-792-7785 or by email at gay.leishman@ccsdut.org, to set up an appointment to bring in the documents and finalize registration.

A parent or guardian must be present when registering for Ridgeline 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.

Students will need to select 15 classes with 2 alternate choices; they should turn in their class requests to Gay Leishman, 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
<ul style="list-style-type: none"> • 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. 	<p>Dated within the past 60 days:</p> <ul style="list-style-type: none"> • Payroll stub • Bank or credit card statement • Utility bill such as: Gas Bill Electric Bill Home phone or cell phone bill Cable Bill • Unemployment Check • Welfare/Government Assistance documentation 	<ul style="list-style-type: none"> • Valid Utah driver license • Valid Utah photo identification card • Valid passport • Voter registration documentation
The following DO NOT establish residency:		
<ul style="list-style-type: none"> • Powers of attorney • Letters from friends or relatives 	<ul style="list-style-type: none"> • 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 	

If you have any questions, please contact Gay Leishman, 435-792-7785 or gay.leishman@ccsdut.org.