# 2013-14 Registration

Registration at George Mason High School for the year 2013-14 has 2 steps: **Online Registration**

Once you have obtained residency in Falls Church City, proceed to the FCCPS Online Enrollment page at **www.fccps.org** > **Registration** and complete the address verification and student registration. Your submission will be reviewed and approved by the George Mason High School registrar.

- * You must have an approved Falls Church City residence reserved/owned/leased before you begin the registration process.
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- * A hard copy of the registration is available upon request for those choosing not to complete the steps online.

In the months of June – August, once the online registration is completed and approved, a Course Request form will be emailed to you for completion.

## Enrollment Appointment

Once you have completed the online registration, you may call (703) 248-5525 or email birdb@fccps.org
(Mid-June through Mid-August) or
richardsonh@fccps.org
(all other months) to schedule your enrollment appointment. Below lists in detail what will be required from you prior to or at the enrollment appointment (much of which you will have the option to upload on the registration page or email to us prior to your appointment). All of the

required items must be approved and on file before a student will be issued a GMHS class schedule.

- *** If you do not have all the documentation and immunizations that are required for enrollment turned in by or at your appointment time, you will not be able to register and will be required to reschedule your appointment.** If you are unsure of whether you meet these requirements, please call and ask the counseling office prior to your appointment.

- * Please note that George Mason High School's registration requirements and practices may be different from those of other FCCPS schools. What is required or practiced at one school may not be at GMHS.

- * Both the parent/guardian (listed on student birth certificate or court documents) and student are required to attend the enrollment appointment.

## Helpful Links

Falls Church City Boundaries Map https://virginia.hometownlocator.com/schools Enter "George Mason High

Falls Church City Tuition Program www.fccps.org/board/policies/9/9_21R.pdf
Online Enrollment www.fccps.org/admissions
George Mason High School www.fccps.org/gm

## George Mason Registration Requirements

1) **Proof of Birth:** An original or certified copy of the student's birth certificate is required (copies not accepted)

* If a birth certificate is not available, a notarized **birth certificate affidavit** with substantiating documentation is required (available in the GMHS counseling office).

*The student's legal name as shown on the original birth certificate will be entered in the student record.

*Changes to an original birth certificate must be supported by court documentation.

*A translation is required for certificates not in English.

2) **Proof of Residence:** Rental Lease / Property Deed (*settlement papers*) with current utility bill *(power or gas only )*

* The student must be accompanied by his/her birth parent or court-appointed guardian with whom he/she resides with at the time of enrollment (if guardianship, court documentation is required). The accompanying adult may be required to show photo ID.

* If the family is living in the residence of a friend/relative, a notarized **residency affidavit**

(available in the GMHS counseling office) is required and must be accompanied by the owners/renters lease or deed.

* Physical presence of the parent/guardian in the residence of the child is required for tuition-free enrollment. A change in enrollment status may be necessary if this condition is not met.

* The parent/guardian must notify the school when their home address changes and provide proof of the new residence. Moving out of Falls Church City makes the student no longer eligible to attend George Mason.

3) **Previous K-12 School Records**:

* An official, sealed final transcript is required for all high school credit bearing courses.

* Grades to the date of last withdrawal (report cards, interims, unofficial transcript)

* National, state and standardized testing records (PSAT, SAT, ACT, SOL's, Iowa Test, Terra Nova, etc.)

* Any ESL, SPED, TAPP, 504 records

4) **Health and Immunization Records:** Please use the below worksheet to ensure full compliance

**No enrollment appointment until minimum requirements are met**

| NAME | REQUIREMENTS | 1st Date | 2nd Date |
|---|---|---|---|
| DTP / DTaP / Tdap | Min. of 4 doses. Must have at least 1 dose of DTaP or DTP on or after the 4th birthday. | * | * |
| Tdap Booster | Booster required if 5+ yrs. have passed since the last DPT. *TD in past 5 yrs ok due to 5 yr. rule.* | * | |
| Polio / IVP / OVP / IPV | Min. 4 doses. One dose must be administered on or after the 4th bday, otherwise booster is reqrd. | * | * |
| MMR | Min. 2 measles, 2 mumps, 1 rubella or 2 MMR's. First dose must be at age 12 mos. or older. | * | * |
| HBV / Hep B | 3 doses required. 2 allowed ONLY if Merck Brand (Recombivax HB) was used and is documented. | * | * |
| Varicella Chickenpox | 1 dose required at age 12 mo.+ for those born on/after 1/1/97 **OR** documentation of having disease/titer. | Had Disease? YES NO | * |
| TB TEST NEEDED? | | | |
| TB Skin Test PPD, TST | Required prior to registration if lived outside the US for 5+ mos. in the last 5 yrs. ***Not required:** *Canada, W. Europe, Australia, New Zealand.* **Date given must be within 90 days of enrollment appt.** | YES NO | |
| Chest X-Ray | If TB test is positive, a chest x-ray is required. A negative x-ray is required to attend school. | YES NO | |

* Other exception countries can be found at: www.vdh.virginia.gov/Epidemiology/DiseasePrevention/Programs/Tuberculosis/documents/ExceptionList_012712_2.pdf