

General Enrollment Information for Helena School District

Welcome to Helena School District #1. Whether you currently have children in the district or are new to our district, we would like to make the registration and enrollment process as simple as possible.

The first day of school for the 2014/2015 school year will be August 27, 2014 for grades 1-5, grade 6 CRA and HMS and grades 9-12 PAL, grade 9 CHS and HHS. School will start on August 28, 2014 grades 7-8 CRA and HMS and grades 10-12 for CHS and HHS. Kindergarten's first day will be September 3rd. We encourage families new to Helena or who have children now ready to start kindergarten to register and enroll in the Helena School District as soon as possible. To find the neighborhood school which your child should attend, use the school location and transportation link below. This link will guide you through the on-line process of entering your current address to find your neighborhood school. You may also contact the transportation department at 324-2100. They will be happy to assist you in the location of your school based on your home address. You may also call 324-2000 for assistance.

You may register your middle school student or high school student during the summer months, as our offices in these locations remain open all year.

Elementary registration for grades K-5 can be done throughout the summer at the May Butler Center, 55 S. Rodney or call 324-2000.

FULL DAY KINDERGARTEN REGISTRATION

Kindergarten registration for fall 2014 will begin January 6, 2014. At that time all 11 elementary schools will begin accepting new registrations for kindergarten students who will be 5-years-old by September 10, 2014.

What: When you come to your neighborhood school for registration, you will complete the following:

1. Provide proof of age through a certified birth certificate– ***must have to register***
2. Provide proof of current residence, e.g. rental agreement, tax statement and/or utility bill– ***must have to register***
3. Complete Helena School District registration form, including providing important emergency contact numbers
4. Provide proof of immunization records**

** Montana State law requires all students to be immunized against Diphtheria, Pertussis (whooping cough), Tetanus, Polio, Measles, and Mumps & Rubella (MMR). Exceptions are allowed for verified religious and medical reasons only.) ***Proof of immunizations must be provided on or before the first day of school .***

Where: All students who are eligible for Kindergarten must enroll in the school within their home boundary/established residence area. If you are uncertain about which school your child will attend, please call 324-2004 for guidance.

When: You may begin registering your Kindergarten student on Monday, January 6, 2014, 8:00 AM-3:30 PM. We encourage parents and guardians to register their children as soon as possible, as registration for our elementary schools is based on a first come, first served seat availability basis. Kindergarten Registration will continue until the start of school, August 2013.

GRADES 1 THROUGH 12 REGISTRATION

Elementary:

- A. Determine your neighborhood school based on your home address
 - To find neighborhood school
 1. Use website transportation link
 2. Call transportation department (342-2100)
 3. Contact the district information number (324-2000)
- B. Visit the neighborhood school and fill out registration forms from 8:00-3:30 during school year. Elementary offices will close June 14, 2013, but will start accepting registrations on August __, 2014. You may also contact the May Butler Center and fill out a registration form for your child through the May Butler Center. Your registration will then be given to the school principal once they return to their offices.
- C. You will be required to bring the child's birth certificate and immunization records. Check our district immunization requirements to make sure child is fully immunized (see immunization link).
- D. Please provide name and address of previous school and transcripts/records.

Middle School

- A. Determine your neighborhood school based on your home address
 - To find neighborhood school
 1. Use website transportation link
 2. Call transportation department (342-2100)
 3. Contact the district information number (324-2000)
- B. Visit the neighborhood school and fill out registration forms as soon as possible.
- C. You will be required to bring the student's birth certificate and immunization records. Check our district immunization requirements to make sure child is fully immunized (see immunization link).
- D. Please provide name and address of previous school and any transcripts/records.

High School

- A. Determine your neighborhood school based on your home address
 - To find neighborhood school
 1. Use website transportation link
 2. Call transportation department (342-2100)
 3. Contact the district information number (324-2000)
- B. Visit the neighborhood school and fill out registration forms as soon as possible.
- C. You will be required to bring the student's birth certificate and immunization records. Check our district immunization requirements to make sure child is fully immunized (see immunization link).
- D. Please provide name and address of previous school and any transcripts/records.

For parents/guardians wishing to register their students in the Helena School District, but reside outside of our school district boundaries, please see link below for K-12 STUDENT OUT-OF-DISTRICT TRANSFER REQUEST form and contact Nikki Johnson, Administrative Assistant in the Assistant Superintendent's office at 406-324-2027.