

WILLOWRIDGE HIGH SCHOOL

STUDENT ENROLLMENT REQUIREMENTS

The following items are **REQUIRED**:

- 1. Student Birth Certificate**
- 2. Student Social Security Card**
- 3. Withdrawal form from previous school, along with most recent REPORT CARD or TRANSCRIPT**
(Failure to provide this documentation may result in student enrolled in lowest grade level.)
- 4. Immunization Records**
- 5. Proof of Residence (2 forms of proof are required):**
 - A. Deed or Lease agreement**
 - B. Current Utility Bill (no telephone bills accepted)**
- 6. Parent, Legal Guardian, or Appointee- Picture ID with FBISD address**

ADDITIONAL FORMS:

Some additional forms may also be required. Please advise staff if your child is on one of the following.

Power of Attorney

Dual/Co Residency

APPROVED Transfer

Willowridge High School
16301 Chimney Rock Road
Houston, Texas 77053
281-634-2450
Carlis Robinson, Registrar
Evelyn Davis, Registrar Assistant

Power of Attorney (POA):

Student is not your child but is living with you and you do not have legal guardianship documents.

- . Parent and Guardian must complete, sign and date POA form
- . Form must be notarized prior to enrollment
- . Must be approved by our WHS principal
- . Must renew every school year that the student is in attendance

Dual/Co-Residence Affidavit:

Student and family reside in someone else's residence. They do not live in their own home.

- . Complete, sign and date Affidavit form
- . Form must be notarized prior to enrollment
- . Form must be reviewed by the Registrar's Office and Signed by a Principal

Student Transfers:

Student transfer requests are submitted to the Office of Student Transfers and are accepted within a specific date range with guidelines set forth by FBISD. More information may be found at www.fortbendisd.com.

Please bring a copy of your approval letter when enrolling student.

FAQS

Frequently Asked Questions

- (1) Register online at www.fortbendis.com
- (2) Call 281-634-2450 to set an appointment with the registrar's office
- (3) Bring the required documents with you (see pages 1-2)
- (4) See a counselor to discuss and complete students schedule

(1) A letter of intent or receipt of deposit from the utility company is accepted as long as the address is included on the form

- (1) A current tax statement which includes the address will be accepted
- (2) A notarized letter from the homeowner indicating that you are leasing will be accepted but must include your address in the document.

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- (1) Pick up and complete a registration packet (DO NOT register online)
 - (2) Call 281-634-2450 to set an appointment with the registrar's office
 - (3) Bring the required documents with you (see pages 1-2)
 - (4) See a counselor to discuss and complete students schedule