



WELCOME TO THE HALLSVILLE R-IV SCHOOL DISTRICT



New families to the District are invited to enroll on two dates before the start of school- **August 6th and August 7th**. On Thursday, August 6, our building office staff will be available to meet new families from 1:00 pm to 7:00 pm in the West Gym foyer of the HS/MS building. On Friday, August 7, the time is 9:00 am to 4:00 pm. This is on the Main Campus- watch for signs.

You may turn at the Post Office onto Wesley Street, then left on North Street to go around to the back of the building. Pass the Intermediate parking lot and the HS student lot and greenhouse. Turn into the HS parking lot opposite an open field. Watch for a sign for the Registrar's office. The Registrar's office is inside the foyer marked Cafeteria/West Gym. You may also enter at the far west end of the front circle drive and follow the drive to the same back parking lot.

The Registrar's office will be available for drop-ins on the days leading up to the first day of school, with the exception of Aug. 14, when we have District-wide staff meetings. Please call 573-696-5512 x 334 for availability. Inquiries may also be sent to mfrevert@hallsville.org. The Registrar is out of the office until August 4, and will return messages then.

School starts on August 20 at 8:05 am.

No student may attend until the full enrollment process is completed and we have:

- ❖ All **enrollment paperwork** completed by parent
- ❖ Student **immunization records** reviewed by our nursing staff.
- ❖ **Birth Certificate** for starting Kindergarten
- ❖ **Student records** from their previous school indicating attendance, discipline and any special needs
- ❖ **Proof of residence** in our district: 2 items from these choices
 - utility bill –not phone- in your name (showing name and address),
 - apartment lease,
 - bill of sale/ mortgage document,
 - county property tax statement (personal or real estate),
 - notarized letter from the homeowner stating that you are living within their household and that there are no bills in your name (stating names, address, date and signed by homeowner, include one of their utility bills)
- ❖ We must receive an **official transcript** from the transferring school before the HS student can set up a schedule and attend. High School student records must be evaluated by our Guidance staff and comparable courses will be assigned when possible. Be advised that not all courses may be available on transfer.
- ❖ Please be sure to bring **custody documents** for us to make copies for our files, if there any custody issues for the students.

Maribeth Frevert Registrar phone 573-696-5512 x 334 fax 696-1605