



## NEW STUDENT REGISTRATION

2024-2025 SCHOOL YEAR

### **NECESSARY DOCUMENTS CHECK LIST** (Packet will not be accepted without the following documents)

- Photocopy of SCPP Test Results
- Photocopy of Birth Certificate
- Photocopy of Proof of Residence (see page 8 for explanation)
- Photocopy of Parents State Photo ID
- Photocopy of Current Report Card (1<sup>st</sup> Semester 2023/2024)
- Photocopy of Transcript (9<sup>th</sup> graders through 12<sup>th</sup> graders)
- Photocopy of Current Immunization Record (including MMR and TDAP),  
or Legal Exemption of Vaccinations Form
- Photocopy of Custodial Agreement (if applicable)
- Photocopy of Accommodations Plan (504/IEP) (if applicable)

### **REGISTRATION FOR SCHOOL YEAR 2024-2025**

January 25, 2024

February 22, 2024

March 21, 20234

REGISTRATION BEGINS AT 7:00 PM

**(PACKETS WILL NOT BE ACCEPTED AFTER APRIL 15, 2024 NO EXCEPTIONS!)**





Student's Name \_\_\_\_\_

**Prior Education**

Additional space needed? Use back of this page.

List student's previous schools, beginning with most recent school, including preschool:

School Name \_\_\_\_\_ Address (Street, City, State, Country) \_\_\_\_\_ Grades \_\_\_\_\_ From – To \_\_\_\_\_

School Name \_\_\_\_\_ Address (Street, City, State, Country) \_\_\_\_\_ Grades \_\_\_\_\_ From – To \_\_\_\_\_

**Preschool Experience** (Check all that apply.)

- At a CPS preschool / Head Start program
- At a non-CPS Head Start program
- At a full-day, full-year childcare center
- At a part-time private preschool
- At a family childcare home
- At home
- Other

**Kindergarten Experience**

- Half day
- All Day

**Siblings**

Additional space needed? Use back of this page.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Gender -  Male  Female

School Attending \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Name \_\_\_\_\_

Gender -  Male  Female

School Attending \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Name \_\_\_\_\_

Gender -  Male  Female

School Attending \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_

Student's Name \_\_\_\_\_

Use additional pages as necessary.

**Parent**

Mother Father Guardian Stepparent Foster parent \* Grandparent Surrogate Parent Other

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Marital Status  Married  Unmarried  Widowed

Separated  Divorced

Deceased?  No  Yes

District of Residence \_\_\_\_\_

District of Primary Residence \_\_\_\_\_

Resides with Student?  No  Yes

*If you check Separated or Divorced, we require current legal documentation related to the children.*

Address \*\* \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Unlisted?  No  Yes

Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Employer \_\_\_\_\_

Work Address \_\_\_\_\_

Work Phone \_\_\_\_\_

Custodial Parent?  No  Yes

Legal Guardian?  No  Yes

Grandparent POA? \*\*\*  No  Yes

Caregiver Authorization?  No  Yes

Migrant Worker?  No  Yes

Receive School Mail (if not Custodial Parent)?

No  Yes

**MUST COMPLETE SECTION!**

**Parent**

Mother Father Guardian Stepparent Foster parent \* Grandparent Surrogate Parent Other

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Marital Status  Married  Unmarried  Widowed

Separated  Divorced

Deceased?  No  Yes

District of Residence \_\_\_\_\_

District of Primary Residence \_\_\_\_\_

Resides with Student?  No  Yes

*If you check Separated or Divorced, we require current legal documentation related to the children.*

Address \*\* \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Unlisted?  No  Yes

Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Employer \_\_\_\_\_

Work Address \_\_\_\_\_

Work Phone \_\_\_\_\_

Custodial Parent?  No  Yes

Legal Guardian?  No  Yes

Grandparent POA? \*\*\*  No  Yes

Caregiver Authorization?  No  Yes

Migrant Worker?  No  Yes

Receive School Mail (if not Custodial Parent)?

No  Yes

**MUST COMPLETE SECTION!**

\* If **foster parent**, obtain a **current** copy of court order showing district of responsibility. Retain in cumulative file.

\*\* If address is different from student's address; addresses required for natural or adoptive parents.

\*\*\* If parent is not custodial, include copy of **Grandparent Power of Attorney (POA)** and **Caregiver Authorization**.

**Students With Special Needs**

Student's Name \_\_\_\_\_

Provide documents where needed.

- Does child require mobility assistance? (i.e. wheelchair, etc.)  No  Yes
- Has child ever had an ETR (Education Team Report)?  No  Yes
- If **Yes**, is there an evaluation form available?  No  Yes
- Did child receive Special Education and related services in most recent school?  No  Yes
- Does this child have a current IEP (Individualized Education Program)?  No  Yes
- Does child have a 504 Accommodation Plan?  No  Yes
- If **Yes**, is there an ETR (Education Team Report) available?  No  Yes
- Did child receive Gifted services in most recent school?  No  Yes
- If **Yes**, is there a WEP or WAP (Written Education Plan; Written Acceleration Plan) available?  No  Yes

To Staff: If Yes to questions above, obtain copies of available documentation and forward to appropriate school staff.

**Temporary Living Arrangements**

The following questions address the McKinney-Vento Act 42 U.S.C.

Answers to these questions will help determine what services the student may be eligible to receive.

- Is student's current address a temporary living arrangement?  No  Yes
  - Is this temporary living arrangement due to loss of housing or economic hardship?  No  Yes
- If answer to both of these questions is Yes, the student is entitled to immediate enrollment.

**Where is the student living now?**

- In a motel or hotel
- Doubled up with family or friend
- In a homeless shelter
- Unaccompanied youth
- Other (a place not designed for ordinary sleeping accommodations)

To Staff: If Yes to questions above, fax this page and Page 1 to Project Connect: 363-3220.

**PowerSchool**

PowerSchool is a website where parents can see their child's grades, attendance, assignments, discipline and more.

Do you have a PowerSchool website account?  Yes  No

If **No**, would you like to sign up for one?  Yes  No  
 If **Yes**, give us your email address:

\_\_\_\_\_

To Staff: If new PowerSchool account, give copy of this page and Page 1 to PowerSchool Coordinator at your school.

**How Did You Hear About CPS?**

- CPS Publication
- Letter or Postcard
- Radio
- CPS Website
- Television News Story
- Printed Advertisement
- Friend or Relative
- CPS Staff Member
- Newspaper Story
- CPS Event

To Staff: Please fax this page to CPS' Communications and Engagement Office: 363-0025.

I understand that any inaccurate information provided about this student on any page of this Student Registration Information Form may result in a change of grade level, a change of class, or an immediate transfer or withdrawal from this school.

Parent's / Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Request to Restrict Privacy Information**

Federal and Ohio laws prohibit Cincinnati Public Schools (CPS) from publicly releasing information about our students, except for designated "Directory Information." Per Board Policy No. 8330, **CPS defines Directory Information as the following:**

**A student's name, school, grade level, parent-guardian's name, home address, telephone number, email address, participation in officially recognized activities and sports, and awards received**

Under Ohio public records law, CPS is required upon request to provide the above Directory Information to any member of the public who requests it. CPS' primary purpose for releasing Directory Information is to highlight students' accomplishments.

Parents, legal guardians, or students age 18 or over may refuse to allow CPS to release Directory Information. **Please indicate if you wish to restrict CPS from releasing Directory Information on the student named below by checking the appropriate box and returning this form to your child's school.**

**General Public Release (including to media, potential employers, colleges and universities, etc.)**

CPS **may not** release directory information about my child

**Military Recruiters**

Per federal law, CPS must release the names, addresses and telephone numbers of high school students to military recruiters, unless the parent or legal guardian, or student age 18 or over, specifically objects.

CPS **may not** release my child's name, address and phone number to military recruiters.

\_\_\_\_\_  
(Please Print) Student's Last Name

\_\_\_\_\_  
First Name

Student's Birthdate

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month / Day / Year

***Please check one:***

- I am the student, and I am 18 years of age or older.  
 I am the parent, guardian, or custodian of the student, and the student is under 18 years of age.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please Note:** Student records may be routinely shared among Cincinnati Public Schools staff with a legitimate interest in a student's education. A CPS official is a person employed by CPS or a person CPS determines has a legitimate educational interest in a record. A person has a legitimate educational interest if there is a need to review a record in order to fulfill his or her professional responsibility.

Parents and/or eligible students who believe their rights under the Federal Education Rights and Privacy Act (FERPA) have been violated may file a complaint with:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW,  
Washington, D.C., 20202- 4605 Website: [www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office at this email address: [FERPA@ed.gov](mailto:FERPA@ed.gov)

I, \_\_\_\_\_ authorize the release of records pertaining to  
(Please Print) **Name of Parent / Guardian or Student 18 years old**

(Please Print) **Student's Last Name** \_\_\_\_\_ **First Name** \_\_\_\_\_ **Middle Initial** \_\_\_\_\_

**Student's Birthdate** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (month/date/year - XX/XX/XXXX)

**From the following school or institution:**

Most Recent School \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Grade Level \_\_\_\_\_

**The following records\* should be released:**

Transcript of subjects and grades	Ohio Achievement and Graduation Test Results
Attendance Record	Standardized Test Results
Psychological or Other Individual Test Results	Gifted Assessments
504 Accommodation Plan	Health Records
English Language Proficiency Assessments	
Special Education Records, including IEP, MFE or ETR, and behavior plan	

\* Records that cannot be withheld due to non-payment of fees or obligations: State test scores, Individualized Educational Program (IEP), IEP progress reports, Multifactorial Evaluation (MFE) or Education Team Report (ETR), and immunization records.

**Release records to:**

New School Walnut Hills High School

Address 3250 Victory Parkway

City, State, Zip Code Cincinnati, OH 45207

Telephone No. 513-363-8546 Fax: 513-363-8420

EMAIL: [davisre@cps-k12.org](mailto:davisre@cps-k12.org)

**I am authorizing the release of these records because (Check one):**

- I am the subject of these records, and I'm 18 years of age or older.  
 I am the parent, guardian or custodian of the subject of these records, and the subject is under 18 years.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**REQUEST FOR STUDENT RECORDS - STAFF USE ONLY**

**To Registrar:**

Please send the records identified above for this student as soon as possible.  
If records are not available, please return our request indicating the following:

No Records Available. Reason(s): \_\_\_\_\_

Unable to Send Records. Reason(s): \_\_\_\_\_

We would appreciate receiving additional information to enable us to meet the student's needs.  
Thank you for your prompt cooperation.

Rebecca Davis

CPS School Registrar

5 / 20 / 2024  
Date

CPS enrollment start date for this school: 8 / \_ / 17





## Enrollment – Proving Residency

**Proof of residency shall be required for all newly enrolled students and any student whose address changes.**

**Residency includes the following:** being physically present in a household for significant periods of time; where important family activities take place each day including sleeping, eating, working, relaxing and playing; where the parent receives mail or where the parent is registered to vote, if applicable.

**Residency shall be established by providing an original, or copy, of one (1) item from this list:**

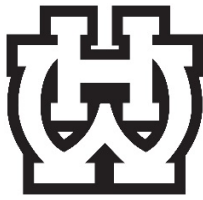
<b>(1) Homeowner Deed</b>	<b>(6) Homeowner or Renter Insurance Statement</b> dated within the last 12 months.
<b>(2) Property Tax Statement</b> dated within the previous year and be addressed to the parent at the residence.	<b>(7) Gas/Electric/Water Statement</b> dated within the last 30 days.
<b>(3) Mortgage Statement</b> dated within the previous 60 days and be addressed to the parent at the residence.	<b>(8) Federal or state tax returns</b> dated within the last 12 months.
<b>(4) Rental Agreement</b> signed by both the landlord and the tenant including the landlord's contact information.	<b>(9) Any piece of mail</b> dated within the last 30 days <b>from the federal, state, or local government, such as Hamilton County Job &amp; Family Services, Social Security, Child Support Enforcement Agency, etc.</b>
<b>(5) Construction Contract</b> include: (1) a sworn statement describing the location of the house to be built and stating the parent's intention to reside there upon completion; and (2) a statement from the builder confirming that a new house is being built for the parent and that the house is at the location indicated in the parent's sworn statement.	

### **Note:**

CPS accepts Parent Residency and Property Owner Affidavits with the required proof of residency documents.

CPS does not accept any notarized statements as proof of residency.

**Questions? Contact CPS' Customer Care Center, (513) 363-0123**



**WALNUT HILLS HIGH SCHOOL  
NEW STUDENT PLACEMENT TESTING INFORMATION**

**MUSIC**

\*\*All **Introductory music courses** (Beginning Band, Beginning Choir, or Beginning Orchestra) expect no previous music experience and **require no audition**. All Walnut Hills students are encouraged to experience one of our beginning performing ensembles.

\*\***Students with previous experience** with an instrument or as a singer are encouraged to **sign up to audition** to be placed in higher level performance groups and skip the introductory beginning ensembles.

The Music Placement Audition date will be held on **Saturday, April 27, 2024, from 9 a.m. – 12 noon**. The following information will give you a brief idea of what to expect at the audition, and how to prepare:

Use this link to register: <https://forms.gle/cs5KJ2EG2GVfPAa16>

**Audition Suggestions**

- ❖ **Band Students:** short musical selection from a recent concert, or a selection from a method book that demonstrates the current level of material you're working on. Ability to perform Ab, Bb and Eb, concert scales would also be helpful in determining placement.
- ❖ **Orchestra Students:** short musical selection from a recent concert, or excerpts from a current Suzuki or method book.
- ❖ **Choir Students:** students should be prepared to demonstrate vocal and music reading abilities (directors will vocalize and ask questions). Optional: short musical selection from a recent concert or a solo.

Direct questions to John Caliguri at 513.363.8442; [caliguj@cpsboe.k12.oh.us](mailto:caliguj@cpsboe.k12.oh.us)

**MODERN LANGUAGE**

New students to Walnut Hills High School, who have prior high school credit for a world language, should select the next level course. If students meet the criteria articulated for honor students, they may select a level AA course.

Students, who are native/heritage speakers of a particular language and who have no prior course credit, may participate in a placement test to assure the correct course level.

Direct questions to Liz Owens at 513.363.8636; [oweneli@cpsboe.k12.oh.us](mailto:oweneli@cpsboe.k12.oh.us)

## WHHS Math Placement Information

### Grade 7

Incoming 7th graders are placed in the course: Accelerated 7. This is a rigorous, fast-paced, challenging course, which covers concepts from both Math 7 and Math 8 in a standard curriculum.

Some incoming 7th graders may decide to take Walnut Hill's Math Placement Test to determine if a different course may be a better fit. Algebra 1 AA is a high school level course. Students who are better served in this class often meet one or more of the following indicators:

- Took Accelerated 7 as a 6th grader at a CPS school
- Scored 90 or above on the Math portion of the SCCP test
- Demonstrates strong study skills, perseverance in problem solving, a growth mindset, a love of math, and a maturity level appropriate for a high school level class

**If your student meets one or more of the indicators listed above and are interested in Algebra 1 AA as a 7th grader, they should register for the Math Placement Test using this link: <https://forms.gle/w5mjeehxmqaNRG4u8>.** The math department will make a course recommendation based on the results of this Math Placement Test. *Note: Students who do not wish to take or do not qualify to take Algebra 1AA in 7th grade will have opportunities to qualify for the Algebra 1AA course at a later date.*

### Grades 8 - 12

Students new to Walnut in grades 8-12 will be placed in the math class which follows our course progression, based on the most recent math course the student has completed.

#### **Traditional Course Progression:**

Accelerated 7 → Algebra 1 CP/Algebra 1 AA → Geometry CP/Geometry AA → Algebra 2 CP/Algebra 2 AA → Precalculus CP/Precalculus AA → Calculus AA/AP Calculus AB/AP Calculus BC

#### **Variations:**

- Math 8 is available to 8th grade students when readiness for success in Algebra 1 is a concern.
- It is possible to take both Geometry & Algebra II in the same year to maximize the math experience if the family and the student's teacher agree it would be a positive path for the student.
- After Algebra 2, students have additional options for math courses: Probability and Statistics/AP Statistics, AP Computer Science, AP Computer Science Principles and Intro to Engineering

Incoming students who have interest in taking AA or AP level courses will need to register for a math placement test using the link below.

<https://forms.gle/w5mjeehxmqaNRG4u8>

Direct any other math placement questions to Mackenzie Schimizza at [schimim@cpsboe.k12.oh.us](mailto:schimim@cpsboe.k12.oh.us)