

BELLBROOK HIGH SCHOOL----2018 SUMMER SCHEDULE

June 4 -June 14--Regular office schedule—8am-3pm counselors, administration, work permit and transcript services. Mr. Baker will be in the office through June 29 and will have office hours also in July. Please e-mail or call if necessary.

July/August Main Office Dates—June 28, July 12, 19, August 2. Office will be fully staffed beginning, Monday, August 6.

Counseling Services—8am-3pm on the days listed below. Counseling services after June 15 to August 10 will be staffed by one counselor. E-mails and phone messages left on the counseling main line 2902 will be monitored through the summer break.

- June-----1,2,5,6,7,8,9,13,15,19,21,26 (full days)
- July----- 10,12,17,19,24,26,30,31 (full days)
- August-----1-----Registrar returns (full days)
- August-----6----- Counselors return

Enrollment—*After June 6 all student enrollment will take place at the St. Pierre Education Center/ Board Offices 3757 Upper Bellbrook Rd. on the following dates: between 8AM and 3PM with a scheduled appointment. Please contact 848-5001 ext. 6117-Melissa Richardson for a registration appointment.*

Wednesday Central Office Registration Dates-----June—6,7,8,13,20,27 July—11,18,30,31 August--1,6,7,8,15, 22

If you have questions or you'd like to schedule a registration appointment you can call Melissa Richardson at the number listed above or access an appointment calendar and forms on the website. Please bring the following information and forms with you when you come to enroll: *The forms may be found @ <https://www.sugarcreek.k12.oh.us/domain/485> or email registrar@bss.k12.oh.us*

- Original Birth Certificate, passport, Visa or Green Card—copies will not be accepted nor will hospital birth record
- Proofs of Residency (must provide two of the following)—utility bill showing name and address, lease showing name and address, purchase agreement showing name and address, parent/guardian's driver license, affidavit (must be signed in front of and stamped by notary) (Form CO-0210)
- Certified legal custody/modification document, if applicable
- Record Release Request including name, address, and fax number of previous school district (Form CO-0550) or hand carried cumulative records
- Immunization Disclosure (Form CO-0150)
- Pupil Admission Form (Form CO-0910)
- Home Language Survey (Form CO-0930)
- IEP and ETR for students needing special education services

Class Schedules---Scheduling for classes will be available for parents during any of the listed counseling dates. **NOTE!** Students will not be scheduled for classes unless parents have fully completed the listed enrollment process.

Transcripts---Requests for transcripts will be taken during any of the listed open office dates for the guidance department. In addition requests may be made via e-mail through June 14 (gwen.ralston@bss.k12.oh.us) and June 15-July 30 (debra.sanderman@bss.k12.oh.us) and will be processed.

Work permits---After June 15, work permit applications will available at BHS on June 27, and in July on the 11,18,25. They will also be available at the SEC (St. Pierre Education Center). *In addition to the published dates, administrators, counselors, and secretaries will be monitoring their e-mails and voice mail for messages related to the above requests. The general BHS number is 848-3737. Contact numbers are listed below.*

Administration	Counselors	Registrar/Secretary
Chris Baker, Principal-----2999 Chris.Baker@bss.k12.oh.us	Debra Sanderman, director-----2902 <u>Students P-Z Transcripts</u> Debra.Sanderman@bss.k12.oh.us	Gwen Ralston-----2902 Registrar, transcripts, records Gwen.Ralston@bss.k12.oh.us
Nikki Lowrey, Asst. Prin.-----2921 Nikki.Lowrey@bss.k12.oh.us	Khris Scohy-----2902 <u>Students A-G</u> Khris.Scohy@bss.k12.oh.us	Sherri Crute-----2901 Work permits Sherri.Crute@bss.k12.oh.us
David Hann, Asst. Prin.-----2922 David.Hann@bss.k12.oh.us	Andy Hartley-----2902 <u>Students H-O</u> Andy.Hartley@bss.k12.oh.us	

