**Welcome to Lexington Senior High -** **LSH Enrollment Process**

During the COVID-19 pandemic, we are limiting public access to our school building. The school counseling office has streamlined our enrollment process to ensure safer enrollment practices for petitioning parents, students, and staff.

**Step 1**

We are asking parents to complete our enrollment packet at home. The enrollment packet can be accessed by visiting our School Counseling webpage. For families unable to access our website or print at home, you may pick up an enrollment packet at the school Monday – Friday from 8:00 a.m. to 4:00 p.m.

Please be prepared to provide the following documents:

* Student’s immunization records
* Student’s birth certificate
* Proof of residency (2 documents that proves a parent/legal guardian **and** the student resides within the Lexington City Schools district. Verification documents can include a lease agreement, mortgage or mortgage statement, and/or a current home utility bill (gas, water, or electric) on which the name of a parent and home address are listed.

After completing the enrollment packet please call Ms. Byerly at (336) 242-1574, extension 2232 to schedule an appointment to deliver your packet.

**Step 2**

* Turn in your completed enrollment packet at your scheduled time to our Registrar, Ms. Byerly.
* Ms. Byerly will contact your student’s previous school to obtain school records.
* Ms. Byerly will copy your verification documents needed for enrollment.
* You will receive a course selection registration form used to develop a class schedule. (You may complete this form while at the school or set up a virtual appointment with your counselor).

**Step 3**

* A counselor will review the student’s previous school records/transcript.
* The counselor will conduct a virtual meeting with student and parent to complete the class schedule. (In-person visits can be arranged if needed. Please expect in-person visits to be less than 15 minutes per recommendation from the Strong Schools NC Public Health Toolkit (K-12). Face coverings are also required for these meetings.)