

Transfer In Student Enrollment Steps

Thank you for your interest in Pontiac Township High School. We know that the transition to PTHS is both exciting and filled with many questions. Please know that there are many staff members ready to help navigate the many classes, activities, programs, and resources. There are several steps in the enrollment process beginning with establishing residency and submitting all enrollment materials as outlined below.

New Transfer Students Steps

- [New Student Enrollment Form](#)
- **Proof of Residency** – Proof of residency documents may be faxed (815) 844-6116, emailed to sverdun@pontiac90.org, or dropped off at the Pontiac Township Guidance Office.
 - Examples of documents that can prove residency: (You only need to provide us with one.)
 - Current tax bill
 - Utility bill (Gas, Electric, Water, etc)
 - Driver's license / State ID
 - Current vehicle registration
 - Current home owner insurance policy
 - Copy of signed lease
- **Receive a Skyward Login email and complete the Online Registration** - Once New Student Enrollment Form is completed and verified by the registrar, you will receive a Skyward Login to the email address provided. . (Check your junk, spam, and clutter folders!) You will then verify the information that we have in our system is correct through the online registration process.
- **Health Records**
 - [Certificate of Child Health Examination](#) - The Illinois School Code requires a physical examination/health history and evidence of a complete immunization history prior to entrance into the ninth grade. The physical examination form must be signed by a health care provider and dated within 12 months of the first day of school.
 - Health Records can be turned in at the Student Health Services Office, faxed to 815-842-6517, or emailed to nfrancis@pontiac90.org and lmashing@pontiac90.org.
- **Scheduling Conference**
 - Once the online registration has been done and all other documents have been received, the Guidance Office will contact you to set up an appointment with one of the counselors. During this meeting your student will be scheduled for classes.
[Freshmen Course Request Worksheet](#)
[Sophomore Course Request Worksheet](#)
[Junior Course Request Worksheet](#)
[Senior Course Request Worksheet](#)
 - The Curriculum Guide (link below) outlines graduation requirements and provides course descriptions.
http://pontiac90.org/for_students/Curriculum_Guide
 - **IEP or Special Education Services** - If your student has an IEP, receives special education services, you will need to consult with the Director of Special Education. Please let us know if your student has an IEP and we will schedule a meeting with our Director of Special Education.