

What you should know about:

Registering and Withdrawing at Hanshew

<i>Registration Requirements</i>	
-	Bring an ORIGINAL birth certificate and we will make a copy to keep on file. If you're not listed on the birth certificate, have proof of legal guardianship.
-	Have a copy of current immunizations for the school nurse.
-	Have proof of grade, such as a report card, and/or a withdrawal form with grades to date.
-	Show proof of your residence address, such as a bill or lease agreement.
-	Hanshew information, if needed: Hanshew Middle School 10121 Lake Otis Parkway Anchorage, AK 99507 Phone: 907-349-1561 FAX: 907-349-2935

<i>Withdrawing – ALWAYS inform the Registrar first!</i>	
-	As soon as possible, provide all necessary details of your child's move and /or transfer. You may do this in person, by note, or by phone (349-1561).
-	Have your child meet with the registrar, before Period 1 of their last day, to get a Pupil Checkout Form. Your child will need to take this form to all of their teachers for grades to date, textbook check off, and other related procedures.
-	Return all textbooks and library books remaining at home before you leave.
-	The Registrar will give you copies of the necessary paperwork that you will need to have to register your child at their next school.