



Hello, welcome to Rigby!

Just a few items before you become part of the Rigby High School Family.

- 🔊 1<sup>st</sup> Please fill out “**New Student 2019-2020 Enrollment**” located on our district website <http://www.d251.k12.id.us> on the right hand side; please fill out one for each of your students. This gives us demographic information, emergency numbers and previous school contact information. This also puts your student into our school data system so they can be registered for classes.
- 🔊 2<sup>nd</sup> If your student has an IEP or 504 we will need a copy.
- 🔊 3<sup>rd</sup> We need a copy of your students High School Transcripts (if your student has attended more than 1 high school we need one from each of the schools). Please contact your previous school(s) or district office(s) to obtain and email the Unofficial Transcripts to Kim at [kkeller@sd251.org](mailto:kkeller@sd251.org) . After we’ve received the transcripts we will input them into our system.
- 🔊 RHS will request all other school records.

**10<sup>th</sup>-12<sup>th</sup> grades, we must have all transcripts before the registration process can move ahead.**

Proof of Residency in Jefferson County is required, i.e. a bill or lease agreement, have these with you for step 4.

- 🔊 4<sup>th</sup> **After we have received the transcript**, beginning in **August 2019** we will call to set up a time to come in and have an intake interview with one of our Principals. At this meeting, you will have a brief meeting with one of our Principals & meet your counselor and select the classes your student needs to take.  
To make your class selections easier visit the counseling website <http://counseling.rigbytrojans.org/registration.html> for the Course Catalog and the Course Work Sheet.

We look forward to getting to know your student!

*Jodie Nielsen & Kim Keller*

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