



## Checklist for properly enrolling at Tates Creek High School in the ACE Pre-Diploma Programme and/or the IB Diploma/Diploma Courses Programme

1. \_\_\_\_\_ Parents/Students: Gather information from Mrs. Minor to ensure full understanding of the IB Programme
  - a. Meet with Mrs. Minor if you still have questions about the IB Programme
  - b. Receive and read through the brochure titled "A Future Program for your Future? – The International Baccalaureate Diploma Programme at Tates Creek High School"
  - c. Log on and review our IB website at [www.tchs.fcps.net/ib-program](http://www.tchs.fcps.net/ib-program)
  - d. Attend the IB informational meeting open to the public if you need more information: October 1, 2013 at 7:00 p.m. at TCHS in Fuller Theater; once past this date contact Mrs. Minor to answer any questions regarding the IB Programme
  - e. Complete the FCPS Online Application for Magnet & Specialized Academic Programs. Go to: <https://webapps.fcps.net/magnet/Magnet.asp> - select TCHS International Baccalaureate in the drop down box
  - f. Complete the IB Intent to Participate Form and turn in the form to Mrs. Minor room 327; 2014-2015 forms are located on line at [www.tchs.fcps.net/ib-program](http://www.tchs.fcps.net/ib-program)
2. \_\_\_\_\_ If you are not a part of the TCHS feeder pattern (i.e. coming in from Southern Middle, or Tates Creek Middle School or LTMS or Morton) then you must complete the Registration Packet and return these forms to our registrar (2 forms: Registration Application form and the FCPS Household Form) – this should be completed once your child has completed 8<sup>th</sup> grade – Registration packets must be completed before the beginning of the next school year. You may come in to the counseling office, M-F, 8 a.m. – 3:00 p.m. to complete the registration packet.
3. \_\_\_\_\_ In addition to completion of the registration packet, if you are enrolling from out of the county, state, private schools or home schools you will need to provide our registrar at TCHS with:
  - a. Transcript or 8<sup>th</sup> grade report card
  - b. Immunization certificate
  - c. Birth Certificate
  - d. Social Security Number
  - e. Proof of address (something received via mail within the past week, lease agreement and current utility bill)
  - f. Meet with the 9<sup>th</sup> grade counselor to create a 9<sup>th</sup> grade schedule
4. \_\_\_\_\_ If you are enrolling from another Fayette County middle school which does not feed in to TCHS you will need:
  - a. Incoming 9th grade only – 8th grade report card that shows promotion into the 9th grade
  - b. Proof of address (something received via mail within the past week, lease agreement and current utility bill)
  - c. Completion of the Registration Packet
5. \_\_\_\_\_ If you are a newly enrolled student, once our registrar has received all proper paperwork then meet with the appropriate guidance counselor and create a schedule of classes

### Contact information:

Delores Minor

IB Coordinator

TCHS

[Delores.minor@fayette.kyschools.us](mailto:Delores.minor@fayette.kyschools.us)

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