



**LAKE FOREST HIGH SCHOOL**  
**GUIDANCE DEPARTMENT**

5407 Killens Pond Road  
Felton, DE 19943

(302) 284-9291  
Fax: (302) 284-5833

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**REGISTRATION REQUIREMENTS**

To register a student at Lake Forest High School, the parent or legal guardian must accompany the student with the following documentation:

- Two of the following documents as proof of residency in the Lake Forest School District:
  - Current utility bill (gas, water, or electric)
  - Verification of residence (Driver's License, Rental or Purchase Agreement)
  - If not a Lake Forest resident, a copy of Lake Forest school choice acceptance letter.
  
- Verification of student age with:
  - Birth certificate or
  - Passport
  
- Additional documentation:
  - Not the parent?** "Delaware Legal Guardianship" through the Family Court system paperwork must be provided.
  - Is the student and family living with another person/family?** A notarized letter from the landlord or homeowner is needed.
  - If enrolled in special education** a copy of most recent IEP, 504 plan, and psychological evaluation
  - Withdrawal form from current school and most recent grades
  - Unofficial transcript (10th-12th grades)
  - Report card showing promotion (8<sup>th</sup> to 9<sup>th</sup> )
  - Immunization Records: Record of Compliance. 9th grade students must have a physical dated after Aug. 2011.
    - Entering a Delaware School from Out of State?** Required: Physical, Varicella-2 doses, TB Survey.
  - Discipline Records

At the time of registration, the student will receive a student handbook, map of school, dress and attendance codes, and Wellness Center packet. A tour of the school will be provided to the student on the first day.

Please call 302-284-9291 ext. 612 to make an appointment to enroll. Registration hours are 7:30 am-1:00 pm.

Guidance Staff:

Mrs. Sara Kimmey, Registrar, ext. 612  
Mrs. Ivy Truitt (A-G) ext. 616  
Mrs. Linda Tjaden (H-P) ext. 614  
Mr. Michael Tyndall (Q-Z) ext. 613

**JOHN FILICICCHIA** PRINCIPAL  
**JOHN D. BERRY** ASSISTANT PRINCIPAL  
**TEDDI MORRIS** ASSISTANT PRINCIPAL

