

REGISTRATION PROCEDURE

James Madison High School

If your student will be attending James Madison High School, the following procedures must be followed:

1. Registrations are **by appointment only**. Parent must call the Guidance Office at **703-319-2322** to schedule the appointment. Allow 1 hour. *No walk-in registrations will be done.*

2. The registrar will have forms that need to be completed by the parent and student at the beginning of the appointment. Please be prepared with appropriate information.
 - Proof of residency in Madison High School boundary area.
 - Birth Certificate
 - Complete up to date Immunization record
 - Student's most recent report card and/or transcript.

For more details on required documentation according to Fairfax County Public Schools (FCPS) go to:

<http://www.fcps.edu/dss/osp/StudentRegistration/registration-req.pdf>

General Enrollment Information for Parents:

<http://www.fcps.edu/dss/osp/StudentRegistration/GeneralInfo.htm>

3. Official files and transcripts will be requested by the Registrar on the day of registration. Official records must be received within 30 days from the date of registration.

4. The schedule and locker assignment will be given to the student on the first day of attendance.

Should you have any questions regarding the registering of your student, please give us a call at **703-319-2322**.