



# **Pensacola High School**

## **Registration/Enrollment Information**

Phone: 850-595-1500

Fax: 850-595-1519

Registrar: Melva Knight ext. 303007

[mknight@ecsdfi.us](mailto:mknight@ecsdfi.us)

Guidance Secretary: Evelyn Pate ext. 303030

[epate@ecsdfi.us](mailto:epate@ecsdfi.us)

Parents/guardians enrolling students **brand new to ECSD** should complete all three steps.

Parents/guardians enrolling students **who are already enrolled in an Escambia County public school or who have ever been enrolled in an Escambia County public school** should go directly to step 3

### Step 1: Verify PHS is the correct zoned school for your address

- If PHS is not your zoned school, complete the [Escambia County Schools Transfer Application](#) and email along with your proof of residence to [schoolchoice@ecsdfi.us](mailto:schoolchoice@ecsdfi.us)
- For more information on attending PHS out of zone, please contact the Escambia County school choice office at 850-469-5461 (Samantha Rhodes- Secretary) or 850-469-5448 (Chris McFarland- Coordinator)

### Step 2: Complete the Online Application Form.

- This step is for students NEW to Escambia County School District.
- Prior Escambia County students already have a student number and do not need to complete a new application.

Step 3: Call our Data Specialist Ms. Melva Knight at 850-595-1500 ext. 303007 to schedule an appointment between 7:45am - 2:30pm Monday through Friday (except school holidays)

Step 4: The parent/legal guardian should bring the following documents to the appointment:

- Their government-issued photo identification
- Copy of student birth certificate and social security card
  - Please contact the district's [Enrollment Services Office](#) if the person enrolling is not the legal parent or guardian (accompanying paperwork showing legal guardianship will be required)
- Current student physical \*if this document is unavailable at the time of registration, it must be provided within 30 calendar days
- Florida Certification of Immunization (DH Form 680): This form must be signed by a Florida physician or clinic. \*if this document is unavailable at the time of registration, it must be provided within 30 calendar days
- Proof of Residence: Gulf Power Bill, ECUA Bill, Lease or Mortgage agreement with the parent/legal guardian name and address listed.
  - Please contact the district's [Enrollment Services Office](#) if the person enrolling is not the legal parent or guardian (accompanying paperwork showing legal guardianship will be required) or if the parent/guardian is not listed on the proof of residence.
- Transcript and/or report cards from last school attended
- Numerical withdrawal grades, if enrolling after during a current school year
- Copy of current IEP or 504, if applicable