

Out-Of-District Enrollment

Attended a school outside of CCSD School in May 2025

1. Complete the online registration at this website:
<https://www.ccsd.net/parents/online-registration.php>
 - a. Select the button in the lower right that says “Click the icon below to complete a new registration.” Please make sure to write down your application number.
 - b. The Online Registration (OLR) needs to be submitted before coming to the school.

2. Make sure that you are zoned for Canyon Springs HS at:
<https://www.ccsd.net/schools/zoning/search/>

3. Obtain your child’s original birth certificate and immunization record.

4. Obtain proof of address in the parent or guardian’s name. We can ONLY accept one of these five FULL page documents from the most recent month:
 - a. Gas bill statement
 - b. Water bill statement
 - c. Power bill statement
 - d. Mortgage statement
 - e. Full lease statement

5. Obtain shared housing required documents

Below is the list of all the documents required to process your child’s application:

- a. A notarized copy of the Shared Housing Verification Request Form.
- b. Government-issued photo identification with address showing parent/guardian is living at shared housing address (e.g., driver’s license, state issued identification card, passport).
- c. Two additional supporting documents in the name of the parent/guardian at the address shown on the Shared Housing Verification Request Form, dated within 90 days of the current date. The document should be communication to the parent/guardian at the address from the following type of entities:
- d. Financial Institutions (i.e., bank, insurance company)
- e. Utility Company (i.e., phone, gas)
- f. Medical
- g. Religious Institutions
- h. Governmental (i.e., federal, state, local)
- i. All documents MUST be uploaded to the online registration application and submitted.

6. Obtain parent or guardian's photo ID (Driver's license or passport)
7. Obtain your child's most recent IEP if applicable.
8. Obtain your child's withdrawal & transcript & classes & grades