



Gallatin
High School
BOZEMAN, MONTANA

New Student Online Enrollment Parent Checklist

Student Name: _____ Grade: _____

- ☐ Locate required enrollment documents listed below.
- ☐ Complete the pre-registration application. Once the school has received and processed the application, you will receive an email with your parent portal login information. (Please note that completing the online application does not complete the enrollment process.)
- ☐ Login into PowerSchool and submit the Online Enrollment Forms. The registrar will contact you via email or phone call to finalize enrollment.

To expedite your student's enrollment, please upload the required student documents within the online enrollment forms:

REQUIRED ENROLLMENT DOCUMENTS:

- ☐ **Immunization Record**
- ☐ **Certified Birth Certificate**
- ☐ **Verification of permanent address** in the Bozeman School District (examples include a copy of lease agreement, utility bill, buy/sell, voter registration, etc.)
- ☐ A **copy** of your student's most recent **transcript** and withdrawal grades. (Only applicable for grades 10-12)
- ☐ **Any legal documents regarding guardianship** (necessary only if there are extenuating circumstances).

ENROLLMENT CONTACT INFORMATION

Michaela Dagenais
GHS Registrar
Phone: (406) 522-4620
Fax: (406) 522-4622
Email: michaela.dagenais@bsd7.org

Counseling Office located at 4455 Annie Street Bozeman, MT 59718
Office Hours: Monday-Friday 7:30 AM - 4:30 PM (*Summer hours may vary*)