



ALPINE SUMMIT PROGRAMS

SUMMIT HIGH SCHOOL • SUMMIT MIDDLE SCHOOL
1581 West 1000 South, Orem, Utah 84058
801-610-8183 phone 801-227-7831 fax

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Student Registration Process

Thank you for providing assistance to students who are in custody of the state. The process for enrolling custody students in Alpine School District is outlined below: (If you have any questions about the process, please call Alpine Summit Programs @ (801) 610-8183.)

All Students:

1. Gather the necessary documentation.
 - A. Required State Intake Form completed and signed by case manager
 - B. Immunization Record
 - C. Birth Certificate
 - D. Individualized Education Plan (IEP) if applicable
 - E. Transcripts (secondary students only)
2. Bring or fax the documents to Alpine Summit Programs @ (801) 227-7831.

For Elementary Students:

3. Notify Summit @ (801) 610-8183 that documents have been sent. When the completed documents are reviewed a Clearance Letter will be sent to your neighborhood elementary school. (Please discuss any unusual circumstances with us.)
4. Enroll your student at the elementary school.

For Secondary Students:

3. Schedule an appointment to meet with a counselor at Alpine Summit Programs. Case managers are asked to attend the meeting to give input on student placement.
4. Attend scheduled intake meeting. If it is determined that the student is ready to enroll in a mainstream school a Clearance Letter will be provided at the meeting.
5. Enroll student at neighborhood school or at Summit High School or Summit Middle School according to the decision made at the intake meeting.

ALPINE SCHOOL DISTRICT