Enrollment Process:

Osbourn High School requires that all students enroll in eight courses per year. Of these eight courses, one course from each of the core areas, English, Math, Science, and Social Studies, is required to meet graduation requirements. Ninth and tenth grade students must take Physical Education and three electives. Eleventh and twelfth grade students may choose four electives from a variety of disciplines.

**Please** complete part of the registration process for your student(s) at home by using the Manassas City Public Schools online registration. Afterwards, please call our Registrar, Mrs. Edwards, for an appointment at **571.377.7033** when you have the following information available to register your child:

1. Birth Certificate (original)
2. Proof of Residency – Required
   - Mortgage Coupon, Settlement Paper, Deed, Lease Agreement, or Contract
   - If not issued in your name, an affidavit needs to be included
   * *And two of the following:
   - Driver’s License
   - Car Registration
   - Car Sticker Receipt
   - Voters Registration
   - Utility Bill or Hook Up
   - Any Current Bill
   - Property Tax Bill
   - Letter from Employer on letterhead
3. Transcript (8th grade through current grade)
4. Report Card (current)
5. Student’s Social Security card (original)
6. Immunization Records
7. Special Education Records, if applicable
8. Court documentation for Physical Custody if applicable

**Only a person with legal custody or guardianship of a child may enroll a child in school.** If the person registering the student is not the natural or custodial parent, a notarized letter from the parents and a **petition for custody from the court must be presented.**

Withdrawal Process:
Parents/Guardians wishing to withdraw their student from OHS must contact the Registrar at least **three days before the student’s last day of attendance.** This advance notice is necessary so that student records may be prepared for transfer. Students are expected to clear all financial obligations to OHS before the withdrawal process is completed.

Change of Address Process:
If you have moved, you will need to provide proof of new residence. Please provide documentation as listed above for registration to the Registrar in the Counseling Center. Addresses will not be changed until documents are provided.

“Please request additional support if your family is having difficulty securing a permanent address and you are unable to provide the customary documents for enrollment. You can reach our Project Hope Liaison by calling 571 377 7251.”