



Mt. Ridge Junior High School  
5525 West 10400 North  
Highland, Utah 84003  
Front office 801.610.8758  
Counseling office 801.610.8758  
Fax 801.763.7017

## Welcome new students to Mt. Ridge Jr. High School

We need the following to register a new student:

- **Birth Certificate:**  
The state requires that we see the original birth certificate. Wallet sized birth certificates are no longer accepted. We will make a copy to put in their CUM file.
- **Complete Immunization Records:**  
Utah State Law requires that all students submit a complete immunization record to the school before the first day of school attendance.  
See the attached flyer for specific requirements. If coming from out of the country, you must go to the health department before enrolling.
- **Proof of Residency:**  
One of the following is required that shows name and address: Utility bill, a rental or purchase agreement, a building permit, a letter from a builder on approved letterhead that building is in progress.
- **Transcript/ Report Card/ Withdrawal Form From Previous School:**
- **Custody Guardianship in case of Divorce:**  
Only a parent with “physical custody” can register a student. A COPY OF THE DIVORCE AGREEMENT IS REQUIRED to establish physical and custodial rights. Divorce papers must be signed by the judge. If you do not have a copy of these papers you can Google “county clerk” and contact them to have the papers faxed to Mt. Ridge for a nominal fee.  
If the student is not living with the Custodial Parent you must meet with Student Services  
Alpine School District  
575 N 100 E  
American Fork, UT 84003
- **Special Education Information:**  
If the student has been serviced in Special Education classes you will need to contact the previous school to obtain a current copy of the IEP or 504. When we receive a copy, you will then meet with our Resource teacher or counselor to create a schedule.
- **Completed Information Packet**