

Guidance Department Summer Hours

For new student registration and student withdrawals and transfers, our office is happy to assist during the following hours:

July 9 through July 31

Monday through Thursday -8am to 2pm

- Closed Fridays in July

August 1st through August 24th -8 am to 2 pm

August 27th through August 31st -7:45 am to 3:30pm

- School begins Tuesday, September 4, 2018 7:45 am

New registrant packets may be picked up in the main office or guidance office.

Please be prepared to provide the following documents when registering:

1. Birth Certificate
2. Updated copy of immunizations
3. Two proofs of residence
 - **Rent Lease or Mortgage document or Property Tax Record (Required)**
 - **Current utility bill (within the last 30 days) must show parent name and address -OR....**
 - **Drivers License with current address**
4. Withdrawal form from last school and transcript of grades from last attended school
5. Name and address of last school attended with phone and fax numbers to obtain records
6. Documentation of relationship to student (as appropriate) e.g. birth certificate or court documentation of legal guardianship

Transcript requests – email fletcher@lcmrschools.com or skrabonjae@lcmrschools.com
Please include your name, graduation year, birth date ,contact phone number , address and other pertinent information

- Allow 3-5 days for processing. Thank you for your patience.
For further assistance please call (609) 884-3475 ext 210 or ext 240
Fax: (609)884-0641 Attention Guidance or CST