



Checklist for properly enrolling at Tates Creek High School in the ACE Pre-Diploma Programme and/or the IB Diploma/Diploma Courses Programme

1. _____ Parents/Students: Gather information from Mr. Hatfield to ensure full understanding of the IB Programme
 - a. Meet with Mr. Hatfield if you still have questions about the IB Programme
 - b. Receive and read through the TCHS IB brochure – The International Baccalaureate Diploma Programme at Tates Creek High School”
 - c. Log on and review our IB website at <https://www.fcps.net/domain/6602>
 - d. Attend the IB informational meeting open to the public if you need more information: September 24, 2019 6:30 p.m. to 8:00 p.m. at TCHS in Fuller Theater; once past this date contact Mr. Hatfield to answer any questions regarding the IB Programme
 - e. If out of area to attend TCHS, notify Mr. Hatfield or contact TCHS registrar, Ms. Debbie Gilley, so that your child can be coded properly for attending TC for IB.
 - f. Complete the IB Intent to Participate Form and turn in the form to Mr. Hatfield room 327. The Intent form is located online at <https://www.fcps.net/domain/6602>

2. _____ If you are currently attending a Fayette County middle school that is not a part of the TCHS feeder pattern (i.e. coming from a middle school other than Southern Middle or Tates Creek Middle Schools) then you must complete the Online Registration after your child has completed 8th grade. Online Registration can be found on our website <https://www.fcps.net/Page/5954> and must be completed before the beginning of the next school year. You will also need to provide our registrar at TCHS with:
 - a. Proof of address (current utility bill)

3. _____ If you are enrolling from out of the county, out of state, private schools or home schools, you must complete the Online Registration. Online Registration can be found on our website <https://www.fcps.net/Page/5954> and must be completed before the beginning of the next school year. You will also need to provide our registrar at TCHS with:
 - b. Transcript or 8th grade report card
 - c. Immunization certificate
 - d. Birth Certificate
 - e. Social Security Number
 - f. Proof of address (lease agreement or mortgage statement and current utility bill)

4. _____ If you are a newly enrolled student, once our registrar has received all proper paperwork then you will meet with the appropriate guidance counselor and create a schedule of classes.

Contact information:

John Hatfield

IB Coordinator

TCHS

john.hatfield@fayette.kyschools.us

(859)381-3623

updated 08/8/2019