



Douglas MacArthur High School
2923 Bitters Road - San Antonio, Texas 78217

Dear Parent and Student,



Welcome to Douglas MacArthur High School! You are entering Brahmaland where opportunities are unlimited for academic excellence, athletic challenge, cultural events and extra curricular activities. Your student will be guided through their high school experience by an excellent faculty and staff.

Before you can begin your journey we need to prepare your permanent student record with current and accurate information pertinent to Texas Education Agency (TEA) and North East I.S.D. requirements. The following items are necessary for registration:

- ❖ A **parent or legal guardian** must provide a copy of his/her valid driver's license when registering their student. If not natural parent, a guardian must clear through Pupil Personnel at 8961 Tesoro. Please call 804-7070 for an appointment.
- ❖ **Proof of residency** must be presented. A water or electric bill dated within the last 30 days for single family dwelling and current lease/contract for multiple family dwellings with student's name on lease. In the event the parent and student are living with another party in the MacArthur attendance area, the Homeowner/Leasee must accompany the parent and provide the same proof of residency documents. The Homeowner/Leasee is required to complete an "Establishing Proof of Residency" form that will be notarized by an on-campus Notary Public.
- ❖ An **official state-issued birth certificate** is required for all students to verify proof of age and legal name. Official name change documents signed by a judge and notarized are required on file if name is different from the birth certificate or social security card. A parent has 30 days to provide the school with birth certificate, if a birth certificate is not provided in that time frame a missing persons report must be filed with Department of Public Safety.
- ❖ A **current immunization (shot) record**- Students not meeting the immunization requirements will not be enrolled.
- ❖ The student's **social security card** is requested. If the student does not have a social security card a card may be applied for and submitted to the Counseling Office upon receipt.
- ❖ The **student's report card or withdrawal form** from the last school attended and a copy of the transcript are requested to place student in required courses for graduation. (**The transcript is extremely important for juniors and seniors**). The student's class status is determined by the NEISD Promotion Policy, which can be found in the Student/Parent Handbook.

Thank you for providing us with the information and documentation needed to properly place your student so we can best serve his/her needs.

Again, welcome to MAC and "GO BRAHMAS!"

Bobbie Turnbo
Principal
Douglas MacArthur High School