

# Ooltewah High School

## Returning Students Registration

### 2022-23 School Year

This process is required to get your  
2022-23 class schedule

#### Online Registration for Returning Students

- Window opened 5/2/2022 until 5/31/2022.
- Parent must complete registration with their login ... not student's
- All returning students are required to have this done including upcoming 9<sup>th</sup> graders from OMS and HMS
- Two proof of residence should be emailed to [powell\\_sheila@hcde.org](mailto:powell_sheila@hcde.org) with student's name as subject. This is a requirement if you are new to OHS or have moved.
- Proof of residence must be in custodial guardian's name
- Acceptable proof of residence is utility bills, lease, mortgage, closing papers, government documentation, insurance, employment and bank statements all dated within the last 30 days
- Unacceptable proof of residence is drivers license and credit card statements

If there is an extenuating circumstance, you must see our Registrar, Sheila Powell. You are welcome to email her to set up an appointment or explain situation. Her email is [powell\\_sheila@hcde.org](mailto:powell_sheila@hcde.org).

**MUST BE COMPLETED TO GET YOUR**  
**2022-23 CLASS SCHEDULE**