NEW TO DISTRICT FAMILIES
REGISTRATION PROCESS FOR MUNSTER HIGH SCHOOL

Step 1: A Tuition Application is required for families that do not have residency within Munster.

- Send completed application to Deb Hayes at dahayes@munster.us.
- Contact her with questions about eligibility.
- Once notified by Mrs. Hayes, proceed to steps 2-5.

Step 2: Families must complete Registration Gateway

https://enroll.munster.us/

Step 3: Review Residency Requirements
Families will need to scan their required documents. Once all the documents are compiled, they need to be emailed to Mrs. Hansen (klhansen@munster.us). Please include all documents in one email.

In your email, please include the following:
- Parent/Guardian Name(s)
- Student’s full legal name
- Previous School
- A working phone number & hours when we can contact you to complete the registration process

Scanned documents to be included in your email:
- Student Birth Certificate
- Student Social Security Card
- Parent Driver’s License with Munster Address
- Mortgage Statement, Settle Statement, or Property Tax Receipt with the homeowner’s name.
- Current Lease Agreement indicating the term of the lease, address of the lease property, name and phone number of the lessor, name of the lessee and a listing of tenants.
- Two pieces of mail
  - Town of Munster Water Bill
  - NIPSCO Bill
  - Auto Insurance Bill
  - Bank Statement
  - Telephone Bill
  - Pay Stub with Address

Step 4: Mrs. Hansen will contact you via phone or email when enrollment is completed.

Step 5: Submit course requests to your student’s counselor.

- 8th Grade Scheduling Central – mhs.munster.us
- Recorded Presentation: https://www.youtube.com/watch?v=UDUfHJ8Gk5g&feature=youtu.be