

ENROLLMENT CHECKLIST



To enroll a student you must provide the following documentation at the time of registration.

- **REGISTRATION PACKET** - 1) Reg. Form, 2) Home Language Form, 3) New Student, Electronic Contract, 4) Hazing/Harassment Policy
- **CURRENT TRANSCRIPT** - from high school or middle school.
- **CHECK OUT FORM** - from previous high school (including withdrawal grades if student is registering after semester has started).
- **IMMUNIZATION RECORD** - required by California State Law; includes Hepatitis B series, Varicella (Chicken Pox) and TDAP (Pertussis).
- **BIRTH CERTIFICATE** - student must be registered under full legal name.
- **PROOF OF RESIDENCE (minimum of three documents)** - one-year lease agreement (with landlord contact information), home purchase contract, property tax statement indicating homeowner's exemption, start up utility bills, copy of driver's license/photo identification with address, automobile DMV registration.
- **MOST RECENT IEP** - if student is in Special Education
- **MOST RECENT 504 PLAN**
- **LEGAL DOCUMENTATION**
 - If you are **not the birth parent**, legal guardianship paperwork.
 - If parents have **joint custody** of student, provide documentation defining the legal and physical custody arrangement.
 - If there is a **restraining order**, provide the documentation.
 - Court documentation indicating any **limited or supervised contact** with a non-custodial parent, grandparent, etc.

ENROLLMENT FROM A SCHOOL WITHIN THE EL DORADO UNION HIGH SCHOOL DISTRICT

Additional verification of residence required: proof of address termination, driver's license change of address, voter registration change of address, automobile DMV registration change of address.