

## ENROLLMENT CHECKLIST

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

- 1. Registration Packet:**
  - Registration Form;
  - Home Language Form; and
  - New Student Enrollment Information Form.
- 2. Proof of Residence** (Minimum of three required):
  - Property tax payment receipts;
  - Rental property contract, lease, or payment receipts;
  - Utility service contract, statement, or payment receipts;
  - Pay stubs;
  - Voter registration;
  - Correspondence from a government agency; or
  - Declaration of residency executed by the parent or legal guardian of the pupil.
- 3. Immunization Record** (California State Law requires this and must be provided for attendance)
- 4. Proof of Age** (Under Education Code section 48002, the following documents establish age):
  - Certified copy of a birth record;
  - Statement by the local registrar or a county recorder certifying the date of birth;
  - Baptism certificate;
  - Passport; or
  - Affidavit of the parent, guardian, or custodian of the minor.
- 5. Copy of IEP** (if student is in Special Education)
- 6. Copy of 504 Plan** (if student is on a current 504 Plan)
- 7. Current Transcript**
- 8. Exit grades from previous school** (if enrolling during the school year)
- 9. Legal/Other Documents:**
  - If you have a restraining order against any person, involving this student, please present this restraining order so that a copy can be placed in the student's records.
  - Please provide a copy of any Custodial papers pertaining to your student at the time of registration. We can only enforce parental rights with legal documentation.
  - Please provide a copy of foster placement or guardianship papers.
  - Students must be registered under their full legal name.

**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.