

**Incoming Freshman (Class of 2025)
Enrollment Checklist**

To enroll a student, you must provide the following documentation:

- Registration Packet:**
 - Registration Form;
 - Home Language Form;
 - New Student Enrollment Information Form; and
 - Course Request Form.

- 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.

- Immunization Record** (California State Law requires this and must be provided for attendance)

- 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.

- *Copy of IEP** (*If student is in Special Education)

- *Copy of 504 Plan** (*If student is on a current 504 Plan)

- *Legal/Other Documents** (*If applicable):
 - 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.