



Acalanes Union High School District

2011-12

Acalanes H. S.
1200 Pleasant Hill Rd.
Lafayette, CA 94549
Phone # 280-3970

Campolindo H. S.
300 Moraga Rd.
Moraga, CA 94556
Phone # 280-3950

Center for Independent Study
1963 Tice Valley Rd.
Walnut Creek, CA 94595
Phone # 280-3945

Las Lomas H. S.
1460 S. Main St.
Walnut Creek, CA 94596
Phone # 280-3920

Miramonte H. S.
750 Moraga Way
Orinda, CA 94563
Phone # 280-3930

RETURNING STUDENT RESIDENCY/ENROLLMENT CHECKLIST

Welcome back to the Acalanes Union High School District! In order for a returning student to continue enrollment, you will need to complete the following steps:

*** Interdistrict Transfer Students** will not need to verify their residency again, but they will need to pick up a residency clearance form from the school site beginning August 4th for admission to the schools processing days.

Step One: Residency State law requires that public schools verify student residence on an annual basis. Before your student is issued a class schedule, you must establish residency within the attendance boundaries of the school in which your student is registered. To establish a student's residence, the parent/legal guardian must supply three (3) types of documentation (**ONE from each group below**). Please note that utility bills are not accepted in ANY group for verification of residency.

Group (1)	Group (2)	Group (3) *
<input type="checkbox"/> Current Passport of Parent/Guardian <input type="checkbox"/> Current Driver License of Parent/Guardian <input type="checkbox"/> Current California ID of Parent/Guardian <input type="checkbox"/> Current Military ID of Parent/Guardian ❖ Parent/Guardian must arrive in person in order to verify identity.	<input type="checkbox"/> Current Rental/Lease Agreement WITH the following: -Parent/Guardian AND Student names -Manager or owner name & telephone # -Written verification of <u>current status</u> ❖ Does NOT include rented portions of a house or apartment or agreements formulated by relatives. <input type="checkbox"/> Current Property Tax Bill <input type="checkbox"/> Current Homeowner's or Renter's Insurance <u>Policy</u>	<input type="checkbox"/> Current State or Federal Tax Returns WITH W-2 or 1099 attached <input type="checkbox"/> Current Payroll Check Stub WITH name & address (not a personal check) <input type="checkbox"/> Current correspondence from an official government agency not used in groups 1 & 2: <ul style="list-style-type: none"> • IRS/Social Security/Child Support/Foster Care • Voter Registration/Polling information • Jury Summons/Subpoena • ANY Current Document from Federal, State, or County agency <u>excluding DMV</u>

NOTE: If you cannot supply one item from each group above, you must contact the District Office as your first step. Call Educational Services at (925) 280-3900, ext. #6629.

Schools will be open to collect residency verification documents beginning Thursday, August 4, 2011. During that time, you will be required to read carefully and sign the following statement:

"I attest that the above information I have provided to the Acalanes Union High School District is true and accurate. I understand that any changes in residency information (address, telephone number, guardianship, etc.) must be reported to the high school registrar within 72 hours, and verified within 30 days. I also understand that falsification of information will be grounds for invalidating the student's enrollment in school and repayment to Acalanes Union High School District for costs incurred during the validation of residency process."

AUHSD Residency determination is pursuant to California Government Code 244; BP/AR 5111.1.

A residency clearance form will be issued and will be needed to participate in the school's processing days (Acalanes Dons' Days, Campolindo Cougar Days, Las Lomas Tri-S, and Miramonte Mat's Days). New students enrolling at other times during the school year will do so through the counseling office.

Step Two: Pick up your student's class schedule Once you have verified your student's residence and received a residency verification form, your student will be cleared to participate during the school's processing days (Acalanes Dons' Days, Campolindo Cougar Days, Las Lomas Tri-S, Miramonte Mats' Days) and receive a class schedule. Please check the school's website for exact dates and times.

NOTE: Due to furlough and Staff Development days, school offices will be closed Monday, August 22nd and have limited office hours late afternoon Tuesday August 23rd, 2011.