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NEW STUDENT RESIDENCY/ENROLLMENT CHECKLIST

Welcome to the Acalanes Union High School District! In order for a new student to be enrolled, you will need to complete the steps below. These steps must be completed before proceeding through the enrollment process and obtaining a class schedule.

* NEW - California schools are required to collect immunization records for all new student admissions at TK/Kindergarten through 12th grade before entry to determine whether a child can be admitted. For more information, visit www.shotsforschool.org.

Interdistrict Transfer Students can verify residency with a copy of the transfer approval letter for the upcoming school year. They will need to pick up a residency clearance from the school site beginning August 3rd for admission to the school's processing days.

A current photo identification of the parent/guardian is required to register all students. Parent/Guardian must be present in order to verify identity. Acceptable forms of identification include a current passport, Driver License, California or Military ID.

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 will register. To establish a student's residence, the parent/legal guardian must supply two (2) types of documentation (ONE from each group below showing name and residence address).

Table with 2 columns: Group 1 and Group 2. Group 1 includes items like Current Rental/Lease Agreement, Current Property Tax Bill, and Current Homeowner's or Renter's Insurance Policy. Group 2 includes items like Current State or Federal Tax Returns, Current Payroll Check Stub, and Current dated correspondence from an official government agency.

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 3, 2017. 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 Board Policy/Administrative Regulation 5111.1.

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

*** IF YOU HAVE ALREADY MET WITH YOUR COUNSELOR, SUBMIT YOUR RESIDENCY DOCUMENTS TO YOUR SCHOOL SITE AND PROCEED TO STEP 4.**

- ☑ **Step Two: Transcripts & Immunizations** New students must provide current transcripts from their last school to help facilitate class placement. California schools are also **required to collect immunization records** for all new student admissions at TK/Kindergarten through 12th grade **before entry to determine whether a child can be admitted**. For more information, visit www.shotsforschool.org.

- ☑ **Step Three: Submit Documents** All documents (residency, transcripts and immunization) must be presented to the registrar's office at your school. You will be given an appointment to meet with the school registrar/counselor and will receive additional information about the enrollment process.

- ☑ **Step Four: Pick up your student's class schedule** Students' class schedules are distributed during the school's processing days (Acalanes Dons' Days, Campolindo Cougar Days, Las Lomas Tri-S, Miramonte Mats' Days). Please check the school's website for exact dates and times.

NOTE: Due to Staff Development days, school offices will be closed Thursday, August 17th, and will be closed the morning of Friday, August 18th, reopening from 1pm-4pm.