



Student Enrollment

The following is required in order to complete the registration of your student within our District

You will need to provide proof of the following:

- **Proof of Residency:** You will need to provide proof of residency in order for your child to start school. This shall consist of one of the following documents: current utility bill; current vehicle registration; current property tax bill or payment receipt; current rent/mortgage payment receipt; current driver's license; or a declaration of residency by the student's parent(s).

You will need to provide *copies* of the following:

- **Immunization Record:** All immunizations must be up to date for student to remain in school. A copy of the immunization record must be placed in child's file. All students entering grade ***MUST*** have a current Tdap immunization.
- **Transcripts from previous school (for grades 7 – 12):** A copy of your child's transcripts (grades) from his/her previous school is desired to ensure the student is placed in the appropriate classes.
- **Individualized Education Plan (if applicable):** A copy of the student's IEP must be provided in order for your child to start school. Your child's previous school should have provided you with a copy. Please bring an extra copy to the school when returning the completed enrollment packet to ensure your child receives the appropriate services.
- **Birth Verification:** May include county or state issued birth certificate, Immigration record, passport, Bible record, baptism record, or notarized affidavit from parent(s). The certificate issued from the hospital will NOT be acceptable proof of birth verification.
- **Custody/Court Orders:** A copy of any legal order must be on file in the school office in order for the school to follow the requirements set forth in such order.

You must complete the following attached forms:

- **Student Enrollment Form:** Please answer all questions, incomplete forms will not be accepted.
- **Student Emergency Card:** This form ***MUST*** be completed and signed by the parent/guardian. Please note that there are several boxes at the bottom of this form that require your attention.
- **School Lunch Form:** Please complete this form even if you believe you do not qualify for the Free/Reduced Lunch program. Ensure all parent and student information is complete and accurate. All children, regardless of school site, may be listed on the same form.
- **Textbook / Library / Computer User Agreement:** This form allows you the option of giving your student permission to use the school textbook and library program, computers and internet services. This form will remain in effect for the entire duration your child is enrolled at his/her current school unless revoked, in writing, by either the parent, guardian or school personnel.
- **Home Language Survey:** This form must be completed for ALL students. This information will help determine whether or not your child is entitled to EL services. If you have any questions regarding this form, please ask the Enrollment Clerk prior to filling out this form.
- **Care Giver Affidavit:** This form **MUST** be completed for any student who ***is not residing with his/her natural parent or legal guardian.***
- **Medication Release (prescription / over-the-counter):** This form **MUST** be completed for any student who takes medication on a daily basis and will be required to take it during school hours. The school nurse **CANNOT** administer medication if this form is not completed by a licensed medical physician. Students who suffer from asthma will be allowed to carry their prescribed inhalers in their backpacks upon physician approval; however the Medication Release must still be on file in the school office.
- **Medical Statement to Request Special Meals and/or Accommodations:** This form is required for all students who have food allergies. Completion of this form by a licensed medical physician will ensure your child's food allergies are known to the cafeteria staff and will also ensure that your child receives the proper food substitutions.
- **Volunteer Form:** A Volunteer Form must be on file at the District Office in order for anyone to participate in any school activity, such as field trips, class parties, etc. If you are in need of additional Volunteer Forms, please ask the Enrollment Clerk at the time of enrollment or the office staff at your child's school site.

If you have any questions, please contact:

Jennifer Gomez

Central Enrollment

California City: (760) 373-4708

19950 Hacienda Boulevard

9:00 a.m. – 3:00 p.m.

Tuesday, Thursday, Friday

Mojave: (661) 824-4693

15800 "O" Street

9:00 a.m. – 3:00 p.m.

Monday, Wednesday