



ENROLLMENT INFORMATION

Hours of Service:

Monday, Tuesday, Wednesday: 8:00 a.m. – 3:15 p.m.

Thursday: 11:00 a.m. – 6:15 p.m.

Friday: 8:00 a.m. – 11:15 a.m.

5601 47th Avenue • Sacramento, CA 95824 • (916) 643-2400

Please be advised that for the safety and security of all children **ONLY** the parent(s), legal guardian(s) or educational rights holder(s) may enroll a child into our district. ***The parent/legal guardian/educational rights holder who enrolls the child will be required to present PHOTO IDENTIFICATION.***

The following documents are required to complete enrollment for students NEW to the district.

Please bring the following documents along with this completed packet to enroll your child at the Enrollment Center.

1. **Address verification: Bring ONE of the following forms:**
 - CURRENT mortgage statement (within 30 days) / CURRENT property tax bill**
 - CURRENT Rental / lease agreement with landlord's information**
 - CURRENT utility bill (SMUD, PG&E, or WATER) with correct name and address in the parent/legal guardian or education rights holders name (must be current within 30 days)**
 - CURRENT voter registration**
 - CURRENT Government agency letter (within 30 days)**
 - CURRENT check or pay stub (within 30 days)**
2. **Proof of birth** – original COUNTY ISSUED birth certificate or passport for each child.
3. **Immunization Record** current for each child. Grades 7th -12th a T-Dap Booster shot is required.
4. **CURRENT withdrawal grades and transcripts (Grades 9th – 12th only)**
5. **Individualized Education Plan (IEP) documentation for children receiving Special Education Services (if applicable)**
6. **Guardianship / Custody papers (if applicable)**

HAS YOUR ADDRESS CHANGED?

Please bring the following documents to the Enrollment Center

1. Photo I.D. of parent/legal guardian or education rights holder.
2. The new address verification as listed above. (If a utility bill it must be current within 30 days)

NO ADDRESS VERIFICATION IN YOUR NAME?

Important-If you reside with someone and you are the parent/guardian/educational rights holder and **do not** have address verification in your name, you **MUST BRING THE FOLLOWING:**

- Declaration of Residency form (DOR). **Must be completed and signed** (see DOR form).
- A copy of the photo I.D. of the person who's name is on the address verification document.
- A copy or original of the address verification document.

IF A STUDENT IS HOMELESS, please contact the Enrollment Center or the district's Homeless Program Coordinator (916 277-6892) for important enrollment information and see the "Summary of Rights for Homeless Students" flyer.

If you have any questions please contact the Enrollment Center at (916) 643-2400.