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9th Gr & NEW STUDENT RESIDENCY/ENROLLMENT CHECKLIST

Welcome to the Acalanes Union High School District! The Acalanes Union High School District requires verification of residency on an annual basis. Residency verification is completed **at the child's school site Counseling Office beginning Wednesday, August 1, 2018.**

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.**

Residency Verification Procedures: All 9th grade students and students new to the District must provide proof of residency documentation in person. This includes 9th grade siblings of students currently enrolled.

Interdistrict Transfer Students can verify residency by submitting a copy of the AUHSD transfer approval letter as documentation.

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** Before your student is issued a class schedule, you must establish the parent/legal guardian must supply two (2) types of documentation (**ONE from each group below showing name and residence address**).

Group 1	Group 2
<input type="checkbox"/> Current Rental/Lease Agreement WITH the following: -Parent/Guardian name(s) -Manager or owner name & telephone number -Verification of occupancy for 2018-19 school year <div style="margin-left: 20px;">❖ Does NOT include rented portions of a house or apartment or agreements formulated by relatives</div> <input type="checkbox"/> Current Property Tax Bill (online copies not accepted) <input type="checkbox"/> Current Homeowner's or Renter's Insurance Policy or Declarations (not a bill/statement)	<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 dated correspondence from an official government agency not used in group 1: <ul style="list-style-type: none"> IRS/Social Security/Child Support/Foster Care Voter Registration/Polling information (if recent reg. in CA) Jury Summons/Subpoena ANY Current Document from Federal, State, or County agency excluding DMV

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

Schools will be open to collect residency verification documents beginning Wednesday, August 1, 2018 either online or in person. Before a confirmation is issued, you will be required to read 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.

Confirmation of residency verification is needed for participation in the school's walk-through registration. New students enrolling at other times during the school year will do so through the site's 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 16th, and will be closed the morning of Friday, August 17th, reopening from 1pm-4pm.