

Glendale Unified School District
Student Support Services
REQUIREMENTS FOR ELEMENTARY STUDENT REGISTRATION

Parent/legal guardian **must accompany** the student at the time of enrollment. When enrolling a new student, any of the following documentation: driver's license, guardianship papers, marriage certificate, divorce papers, etc., may be requested from parent/legal guardian to prove relationship.

A. RESIDENCY REQUIREMENTS: Two (2) **original, current** utility bills in parent's/legal guardian's name:

1. City of Glendale
2. Southern California Edison Company
3. Telephone (*land line only*)
4. Southern California Gas Company
5. Cable or any other utility service company
6. Letters of verification for services may be obtained from any of the providing utility companies, but **must** be followed-up with the actual bills within the month. Verification will be done by the school.
7. *Escrow papers*, plus one (1) utility bill showing a move-in date AND **one opening** utility bill, as soon as possible after move-in date.
8. *Rental agreement*, plus two (2) utility bills.

Parents Living With Another Party - This form is needed *only* if the parents and student are living with another family and the parents do not have utility bills in their name.

1. Person with whom parents live must accompany parent and student when enrolling and provide the following:

- two current utility bills in their name
- photo identification (driver's license or picture I.D. card)

2. Parent's closing utility bill from last address
3. Parent's photo identification (driver's license or picture I.D. card)
4. Complete and sign residency form
5. One proof of residency, such as welfare form/check, checkbook, W2 form, credit card bill, magazine, or any type of mail

Caregiver Permit - This form is needed *only* if the student is living with a relative. Report to Student Support Services at the Administration Center for processing. Upon completion of all forms at the Office of Student Support Services, a Caregiver's Supplemental Information form will be faxed to the school. The registration of the student will then proceed, as any other, requiring all the registration documentation.

Proof of Age and Legal Name - The student's legal name must be used on all school documents.

1. Birth Certificate
2. Passport/Visa
3. Baptismal Certificate or Official Hospital Record of Birth (document showing doctor's signature)
4. Alien Card
5. Citizenship Certificate
6. School Records (only if transferring from another Glendale school)

The dates below are determined by the State of California Department of Education – NO Exceptions

- Entrance age for *Kindergarten* students is: 4 years, 9 months as of September 2, 2010. Child must have been born on or before December 2, 2005.
- Entrance age for *First Grade* students is: 5 years, 9 months, as of September 2, 2010. Child must have been born on or before December 2, 2004

Emergency Information - Emergency information is required by law (Education Code, §49408). Please provide all applicable court documents. Parents are required to furnish the school with at least one name, address, and telephone number of a relative, friend, and/or neighbor who is authorized to care for the student in case of emergency when the parent cannot be reached. (two emergency contacts are preferred).

B. SPECIAL EDUCATION PARTICIPATION - Please provide an IEP, if possible, for enrollment.

C. HEALTH REQUIREMENTS - Immunizations: written proof of immunizations by either a physician or County Health Department or a copy of school records are required by California State Law before enrollment. Records must show day, month, and year of immunizations.

1. Polio (OPV and/or IPV) - 4 doses, at any age. (for exceptions see Form HS21b)
2. Diphtheria, Tetanus, Pertussis (DPT/DT) - 5 doses, at any age. (for exceptions see Form HS21b)
3. MMR (Measles, Mumps, and Rubella) - **1st** dose: on or after first birthday; **2nd** dose: required *only* for kindergarten students (before enrollment)
4. Hepatitis B - 3 doses: required for kindergarten students (before enrollment). If student is *not* due for subsequent doses, student may be enrolled
5. Varicella (chickenpox) - 1 dose required for kindergarten entry and for any student new to California
6. Tuberculosis (TB) Mantoux Skin Test for kindergarten students within a year of enrollment. The TB Mantoux Skin Test is for students, in any grade, who are entering a California school for the first time. The TB Mantoux Skin Test may have been received at a previous time. ***Immunizations and TB Mantoux Skin Tests may be obtained at no cost for children 17 and under. Tuberculosis Mantoux Skin Tests are available for adults for \$5 at: Glendale Community Health Center, 501 North Glendale Avenue, Glendale, CA 91206, (818) 500-5762.***

(continued on back)

C. HEALTH REQUIREMENTS *(continued)*

Health Examination (CHDPP) - A health examination is required, by State Law, for first grade students. This health check-up is recommended at the kindergarten level but *not* earlier than 18 months before admission to the first grade.

Dental Examination - Required by state law for kindergarten on first school entry. This assessment may be done within 12 months prior to admission to kindergarten, but not later than May 31st.

D. SCHOOL RECORDS:

1. Latest report card
2. Test Scores (if available)

E. HOME LANGUAGE SURVEY - Welcome Center (if language other than English is noted on survey).

Revised 6/19/2010