

Glendale Unified School District
Student Support Services
REQUIREMENTS FOR SECONDARY 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
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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 or 3 doses, if last dose is given after age 2.
2. Diphtheria, Tetanus, Pertussis (DPT/DT) - 4 doses or 3 doses if last dose is given after age 2.
3. Measles, Mumps, and Rubella (MMR) – **on** or **after** the first birthday.
4. Seventh grade entrants – Hepatitis B vaccination series and a second dose of measles containing vaccine or (MMR, though mumps and rubella not mandated)
5. Varicella (chickenpox) - 2 doses required for any student 13 and older who is new to California
6. Tuberculosis (TB) Mantoux Skin Test required for students entering a California school for the first 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.***

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D. COUNSELING REQUIREMENT – School Records:

1. Unofficial copy of previous school transcript for students who have completed at least one semester of 9th grade or are in Grades 10 through 12, or last report card for students starting 9th grade. Once enrolled, the school will request official copies.
2. If enrolling from outside the United States, an official sealed transcript may be hand delivered, but must be in the original language. The school will forward the official transcript to Student Support Services for translation. Translated transcripts will not be accepted. The student will be placed in the grade, age appropriate until the translation is done at which time any grade adjustments will be made. No student will be placed more than one year ahead or one year behind.
3. If no records are available, student will be placed according to age.
4. Test scores, if available.

Revised 6/19/2010