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## **REQUIREMENTS FOR SECONDARY SCHOOL REGISTRATION**

When enrolling a new student, parents/legal guardians must establish residency within the District's attendance boundaries, provide all required immunization and school documents and complete the District's enrollment form.

**A. ACCEPTED VERIFICATION FOR RESIDENCY REQUIREMENTS:**

- **Two (2) original, current utility bills** (City of Glendale, Southern California Edison Company, Telephone (*land line only*), Southern California Gas Company, Cable or any other utility service company) in parent's/legal guardian's name. **OR**
- **Escrow papers plus one (1) utility bill** (City of Glendale, Southern California Edison Company, Telephone (*land line only*), Southern California Gas Company, Cable or any other utility service company) showing a move-in date **AND one opening** utility bill, as soon as possible after move-in date. **OR**
- **Rental agreement plus one (1) utility bill** (City of Glendale, Southern California Edison Company, Telephone (*land line only*), Southern California Gas Company, Cable or any other utility service company).

**NOTE:** *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.*

**B. ACCEPTED VERIFICATION FOR PROOF OF AGE AND LEGAL NAME:** - The student's legal name must be used on all school documents.

1. Birth Certificate
2. Passport
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)

**C. 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).

**D. 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. Required Verification Documents

1. Two current original utility bills In the name of the verified resident.
2. Photo identification \*(driver's license or ID) with current address of both the parent **AND** the verified resident.
3. Parent's closing utility bills from last address.
4. One proof of residency such as: welfare form/check, checkbook, credit card bill, magazine, or any type of mail.

**E. 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.

**F. SPECIAL EDUCATION PARTICIPATION:** Please provide an Individualized Education Plan (IEP), if possible, for enrollment.

**G. HEALTH REQUIREMENTS:** Immunizations: Before children under the age of 18 years may be admitted to any public or private California child-care facility or (elementary or secondary) school, California law requires that an immunization record be presented to staff by the parent/legal guardian (Health and Safety Code Sections 120325-120375 and California Code of Regulations Sections 6000-6075). This is usually the child's personal immunization record given to parents by the doctor or clinic but a California School Immunization Record (CSIR Card) can be accepted.

The personal immunization record must:

- Identify the student by name and date of birth.
- Show the date each required vaccine dose was received.
- Have the type of vaccine received.
- Include the name of the physician or agency who gave the vaccine.

Students Admitted at Ages 7-17 Years Need the following Immunizations:

1. Polio (OPV or IPV) – 4 doses at any age, but 3 doses meets the requirement if one is given on or after the 4<sup>th</sup> birthday,
2. Diphtheria, Tetanus, Pertussis (DPT/DT) – 5 doses at any age, but 4 doses meets the requirement if one is given on or after the 4<sup>th</sup> birthday.
3. Measles, Mumps and Rubella (MMR) – 2 doses given on or after the 1<sup>st</sup> birthday.
4. Hepatitis B – 3 doses at any age.
5. Varicella/Chickenpox – Admission at ages 7-12 years one dose and admission 13-17 years requires 2 doses.
6. Tetanus, Diphtheria, and Pertussis (Tdap) —1 dose at 7<sup>th</sup> grade or out-of-state transfer admission at 8<sup>th</sup>–12<sup>th</sup>grades (1 dose on or after the 7<sup>th</sup> birthday)

**NOTE:** *If you do not have health insurance, immunizations may be obtained at no cost for children 17 and under at the Glendale Community Health Center, 501 North Glendale Avenue, Glendale, CA 91206, 818-500-5762.*

**H. SCHOOL RECORDS & GRADE PLACEMENT:**

1. An unofficial copy of previous school transcript for students who have completed at least one semester of 9<sup>th</sup> grade or are in grades 10-12, or last report card for students starting 9<sup>th</sup> grade. Once enrolled, the school will request official copies. (**High School Only**)
2. If enrolling from outside the United States, an official sealed transcript may be hand delivered. A notarized translation of the transcripts will be accepted. If the transcript is in the original language, school will forward the official transcript to Student Support Services for translation (**Please note that GUSD does not provide translations in all the languages**).
3. The student will be placed in the grade, age appropriate. Should parent request grade adjustment based on school records, a “Grade Placement Request” form must be filled out and approved by the school and the district. No student will be placed more than one year ahead or one year behind.
4. If no records are available, student will be placed according to age.
5. Test scores, if available.

**I. SCHOOL ENROLLMENT PACKET (*May vary by school*)**

**J. HOME LANGUAGE SURVEY** – Must be completed by all new enrollees. If previously enrolled in a CA public school, the same information must be provided.