



# ENROLLMENT INFORMATION

# KN 2019-20

SCUSD • ENROLLMENT and ATTENDANCE CENTER

5601 47th Avenue • Sacramento, CA 95824 • (916) 643-2400 • FAX (916) 433-5403 • [www.scusd.edu/enrollment-center-k-12](http://www.scusd.edu/enrollment-center-k-12)

## CUSTOMER SERVICE HOURS

SCHOOL HOLIDAYS AND SUMMER HOURS WILL VARY

Visit Our Website at [www.scusd.edu/enrollment-center-k-12](http://www.scusd.edu/enrollment-center-k-12) for **Current Hours of Operation**

\*Closed on Fridays During the Summer Months of June, July and August\*

**Monday, Tuesday, Wednesday** 8:00am-3:00pm **Thursday** 11:00am-6:00pm **\*Friday** 8:00am-11:00am

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 or educational rights holder who enrolls the child will be **required to present Photo Identification.** Please bring the following documents along with this **completed packet** to enroll your child at the **Enrollment and Attendance Center.**

## THE FOLLOWING DOCUMENTS ARE REQUIRED TO COMPLETE ENROLLMENT TO THE DISTRICT

1. **Photo Identification** – Required of parent, legal guardian or educational rights holder.
2. **Address Verification** –The parent, legal guardian or education rights holder must have the correct same name on I.D. and address verification. **Late or Past Due Bill/Verification Will Not Be Accepted. Bring one (1):**
  - a. CURRENT **Utility Bill** – SMUD, PG&E or WATER (issued within 30 days)
  - b. CURRENT **Mortgage Statement** (issued within 30 days)
  - c. CURRENT **Property Tax Bill**
  - d. CURRENT **Rental / Lease Agreement** with landlord's information and signature (If the lease is older than one (1) year OR is a month-to-month contract, the current month's rent receipt is required)
  - e. CURRENT **Voter Registration** (issued within 30 days)
  - f. CURRENT **Government Agency Letter** on official letterhead (issued within 30 days)
  - g. CURRENT **Employment Pay Stub** (issued within 30 days)
3. **Proof of Birth** – **Original COUNTY ISSUED Birth Certificate** or Non-Expired Passport for Each Child  
*Returning SCUSD students may be required to present proof of birth if not available in our database.*
4. **Immunization Record** – Current for Each Child. **T-Dap Booster** shot is required for grades 7<sup>th</sup> – 12<sup>th</sup>  
*Both name and date of birth must be on the immunization record. Returning SCUSD students may be required to present immunization record if not available in our database.*
5. **Current Withdrawal Grades and Transcripts** –Required for Grades 9<sup>th</sup> – 12<sup>th</sup>
6. **Individualized Education Plan (IEP)** –Documentation for Receiving Special Education Services – *(if applicable)*
7. **Guardianship/Custody Documents** – *(if applicable)*

## HAS YOUR ADDRESS CHANGED?

Please bring the following documents to the Enrollment and Attendance Center:

1. **Photo I.D.** of parent/legal guardian or education rights holder.
2. **One (1) new address verification** listed above. **Late or Past Due Bill/Verification Will Not Be Accepted** (must be current within 30 days of issued date)

## NO ADDRESS VERIFICATION IN YOUR NAME?

**IMPORTANT-** If you reside with someone and you are the parent/legal guardian or educational rights holder and **DO NOT** have an address verification in your name, you **MUST BRING ALL OF THE FOLLOWING:**

1. **Declaration of Residency (DOR)** form completed and signed by you and the person (bill holder) whose name is on the address verification.
2. A copy of the **Photo I.D.** of the person (bill holder) who's correct same name is on the address verification.
3. A copy or original of **one (1) address verification** listed above with the same name on the bill holder's I.D. **Late or Past Due Bill/Verification Will Not Be Accepted** (must be current within 30 days of issued date)

## IF A STUDENT IS HOMELESS

1. Please contact the Enrollment and Attendance Center or the district's **Homeless Program Coordinator at 916-277-6892** for important enrollment information and see the "**Summary of Rights for Homeless Students**" flyer.
2. If you have further questions please contact the **Enrollment and Attendance Center at (916) 643-2400** or visit our website at [www.scusd.edu/enrollment-center-k-12](http://www.scusd.edu/enrollment-center-k-12).



Sacramento  
City Unified  
School District

# Home Language Survey

## English, Spanish, Hmong (Leng/Der)

Date: _____
Student ID: _____
Date of Birth: _____
Last School Attended: _____

\_\_\_\_\_  
School/ Escuela  
Tsev kawm ntawv/Tsev kawm ntawv

\_\_\_\_\_  
Name of student/ Nombre del estudiante  
Miv-nyuas kawm ntawv Npe/ Menyuum kawm ntawv npe

\_\_\_\_\_  
Grade/Grado  
Qeb/ Qib

**1. Which language did your child learn when he or she first began to talk?** \_\_\_\_\_

¿Qué idioma aprendió su hijo/a cuándo empezó a hablar?  
Yaam lug twg yog yaam kws koj tug mivnyuas kawm thaud nwg pib xyum has lug?  
Thaum koj tus menyuum pib hais lus ntawd nws hais hom lus twg?

**2. Which language does your child most frequently use at home?** \_\_\_\_\_

¿Qué idioma usa su hijo/a en la casa?  
Koj tug mivnyuas has (siv) yaam lug twg heev tshaaj nyob tom tsev?  
Nyob hauv tsev, feem ntau koj tus menyuum hais hom lus twg?

**3. Which language do you use most frequently to speak to your child?** \_\_\_\_\_

¿Qué idioma usa usted regularmente con su hijo/a?  
Koj has yaam lug twg heev tshaaj rua koj tug mivnyuas?  
Feem ntau koj hais hom lus twg rau koj tus menyuum?

**4. Which language is most often spoken by adults in the home?** \_\_\_\_\_

¿Qué idioma usan los adultos más a menudo en casa?  
Yaam lug twg yog yaam kws cov tuab-neeg laug has heev tshaaj nyob huv koj tsev?  
Nyob hauv tsev, feem ntau cov neeg laus hauv tsev hais hom lus twg?

**If your child was not born in the United States, please answer the following questions.**

Si su hijo/a no nació en los Estados Unidos, por favor conteste las siguientes preguntas.  
Yog has tas koj tug mivnyuas tsi yug nyob tebchaws Asmesliskas nuav, thov teb cov lug-nug nraag qaab nuav.  
Yog koj tus menyuum tsis yug nyob teb chaws Asmesliskas no, thov teb cov lus hauv qab no.

**1. In what country was your child born?** \_\_\_\_\_

¿En qué país nació su hijo/a?  
Koj tug mivnyuas yug nyob rua lub teb chaws twg?  
Koj tus menyuum yug nyob rau lub teb chaws twg?

**2. What was his/her entry date to the first school in the US?** \_\_\_\_\_

¿Cuál fue su fecha de entrada a la primera escuela en los Estados Unidos?  
Nub kws nwg tuaj kawm ntawv rua thawj lub tsev kawm-ntawv huv Asmesliskas yog nub twg?  
Hnub twg yog hnub nws nkag kawm ntawv rau thawj lub tsev kawm ntawv hauv Asmesliskas no?

\_\_\_\_\_  
Parent Signature/Firma del Padre  
Nam-txiv suam npe/ Niam Txiv Kos Npe

\_\_\_\_\_  
Date/Fecha  
Nub-tim/ Hnub tim

- ◆ If the answers to all the questions are English, enter "Eng" in the native language code in the box below. Enter as Home Primary Language in Infinite Campus.
- ◆ If the answers to questions 1, 2, or 3 are a language other than English, enter the appropriate native language code in the box below. Fill in Infinite Campus the same way.
- ◆ If the answer to question 4 is the only response indicating a language other than English, enter "Eng" in the native language box below. Fill in Infinite Campus the same way.

**Home Language Code:** \_\_\_\_\_

**Chinese, Vietnamese, and Russian Translations on the back.**



Date: \_\_\_\_\_

Student ID: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Last School Attended: \_\_\_\_\_

# Home Language Survey

## Chinese, Vietnamese, Russian

### Chinese/母語調查

學校名稱: \_\_\_\_\_ 學生姓名: \_\_\_\_\_ 第 \_\_\_\_\_ 年級

1. 當你子女初學講話時, 他/她學什麼語言? \_\_\_\_\_
2. 現在你子女在家中談話時最常用什麼語言? \_\_\_\_\_
3. 你家中最常用什麼語言? \_\_\_\_\_
4. 你家中的成年人大多數用什麼語言談話? \_\_\_\_\_

如果你子女不是在美國出生, 請填寫下列問題。

1. 你子女在什麼國家出生? \_\_\_\_\_
2. 你子女在美國第一次入學日期是 \_\_\_\_\_

家長簽名: \_\_\_\_\_ 日期: \_\_\_\_\_

### Vietnamese/ Tiếng Việt

Trường \_\_\_\_\_ Tên học sinh \_\_\_\_\_ Lớp \_\_\_\_\_

1. Con quý vị học ngôn ngữ nào lúc cháu bắt đầu biết nói? \_\_\_\_\_
2. Con quý vị thường dùng ngôn ngữ nào ở nhà nhất? \_\_\_\_\_
3. Quý vị thường sử dụng ngôn ngữ nào ở nhà nhất? \_\_\_\_\_
4. Trong gia đình, người lớn thường dùng ngôn ngữ nào nhất? \_\_\_\_\_

Nếu con quý vị không sinh ở Hoa Kỳ, xin trả lời các câu hỏi sau:

1. Con quý vị sinh tại quốc gia nào? \_\_\_\_\_
2. Ngày đi học đầu tiên ở Hoa Kỳ là ngày nào? \_\_\_\_\_

Chữ ký của phụ huynh

Ngày

### Russian/Русский язык

Название школы

Имя и фамилия ученика

Класс

1. На каком языке ваш ребёнок начал говорить с рождения? \_\_\_\_\_
2. На каком языке ваш ребёнок чаще всего говорит дома? \_\_\_\_\_
3. На каком языке вы чаще всего говорите дома? \_\_\_\_\_
4. На каком языке взрослые чаще всего говорят дома? \_\_\_\_\_

Если ваш ребёнок родился за пределами Америки, пожалуйста, ответьте на следующие вопросы.

1. В какой стране ваш ребёнок родился? \_\_\_\_\_
2. Укажите число, когда ваш ребёнок начал посещать школу в Америке первый раз? \_\_\_\_\_

Подпись родителей

Число



# 2019-20

**ENROLLMENT & ATTENDANCE CENTER**

5601 47th Avenue • Sacramento, CA 95824

(916) 643-2400 • FAX (916) 433-5403

*Doug Huscher, Assistant Superintendent Student Support Services*

*Kenneth R. McPeters, Director III*

*GioVonna Washington-Woodfy, Specialist III*

**POSSIBLE ELEMENTARY OVERENROLLMENT  
FOR THE 2019-20 SCHOOL YEAR**

*To Be Read and Signed At the Time of Student Registration*

Dear Parent/Guardian:

The Sacramento City Unified School District welcomes you to our school community.

As a parent new to your school area, we need to make you aware that your school's enrollment is changing due to increasing and shifting enrollment patterns within your attendance boundary. Consequently, it is extremely difficult to guarantee that your child will be housed in your school during the coming school year. We want to assure you that we will make every effort to do so; however, it may be necessary to place some children into other district schools in order to comply with state laws and district policies regarding class size.

The Sacramento City Unified School District has a procedure by which this move must occur. Actual date of enrollment determines who is placed at nearby schools when over-enrollment occurs.

In the event this becomes necessary, families may work with the Over-Enrollment Technician to learn what options exist.

Parents with questions should contact the Ombudsperson assigned to your school site for further questions.

- Constituent Services (916) 643-6000
- Janet Pattullo (916) 643-9290
- Pat LaMarr (916) 643-9260

Sincerely,

Kenneth McPeters, LMFT

*I understand that my child may not be able to attend our neighborhood school due to space capacity and may be enrolled in another school that has an opening in his/her grade level.*

Parent/Guardian Name:

Date:

Student Name:

Grade:

**BOARD OF EDUCATION**

**Jessie Ryan**  
*President*  
*Trustee Area 7*

**Darrel Woo**  
*1<sup>st</sup> Vice President*  
*Trustee Area 6*

**Michael Minnick**  
*2<sup>nd</sup> Vice President*  
*Trustee Area 4*

**Lisa Murawski**  
*Trustee Area 1*

**Leticia Garcia**  
*Trustee Area 2*

**Christina Pritchett**  
*Trustee Area 3*

**Mai Vang**  
*Trustee Area 5*

**Olivia Ang-Olson**  
*Student Board Member*



# KINDERGARTEN

## Kindergarten Information Request

Neighborhood School

Primary Language

PLEASE PRINT ALL INFORMATION

Male  Female

Student Legal Last, First Name

Birth Date

Gender

Parent Name

Home Phone

Cell Phone

Street Address

Work Phone

City, State, Zip

### GENERAL INFORMATION

1. I would like to request that my child be placed in the:

AM class  PM class  No Preference

2. How will your child get to school? Bussing not available at all sites.

I will transport to and from school.  My child will need to ride the SCUSD bus.

3. Will your child be attending daycare?

No  Private Daycare  Child Development Site: \_\_\_\_\_

4. Does your child have any allergies or medical needs?  No  Yes - If yes, please describe:

5. Names and grade level of siblings (brothers/sisters) attending the requested school:

6. Has your child been receiving Special Education services?  No  Yes - If yes, what type of services:

Special Day Class (SDC) Preschool  Speech Therapy  Adaptive P.E.

Other - Please describe: \_\_\_\_\_

### KINDERGARTEN READINESS

7. Has your child attended preschool?  No  Yes - If yes, how long? \_\_\_\_\_

8. Please check what your child is able to do:

Write his/her name  Recognize letters in the alphabet (out of order)  Count from 1 to 10

Listen to a story  Hop on one-foot  Hop on both feet

Read a simple story  Identify primary colors  Skip

Rhyme  Recognize common shapes  Tie shoes

Say the alphabet

Is there any other information you would like us to know about your child? If yes, please describe

9. Are you interested in being a volunteer helper at the school site?  No  Yes

*I understand that I have completed this form for informational purposes and I still need to complete enrollment.  
I also understand this does not guarantee placement in the school or program, which I have requested.*

Parent/Legal Guardian Signature: X \_\_\_\_\_ Date: \_\_\_\_\_



# STUDENT REGISTRATION FORM

For Office Use Only

Student ID # \_\_\_\_\_

## STUDENTS WHO ARE NEW TO SCUSD

### SECTION A : DEMOGRAPHIC INFORMATION

STUDENT LEGAL LAST NAME	LEGAL FIRST NAME	LEGAL MIDDLE NAME	GENDER	Incoming Grade
			<input type="checkbox"/> Male <input type="checkbox"/> Female	
Nickname:		Preferred Gender Pronoun:		
LEGAL NAME OF PERSON REGISTERING STUDENT:			RELATIONSHIP TO STUDENT:	

IS YOUR CHILD Hispanic or Latino?  Yes  No

WHAT IS YOUR CHILD'S RACE? (Check All That Apply; Mark "P" Next To Your Child's PRIMARY Race)

- |  |   |   |                                     |
|--|---|---|-------------------------------------|
| <input type="checkbox"/> American Indian or Alaskan Native | <input type="checkbox"/> Filipino/Filipino American | <input type="checkbox"/> Korean                 | <input type="checkbox"/> Samoan     |
| <input type="checkbox"/> African American or Black         | <input type="checkbox"/> Guamanian                  | <input type="checkbox"/> Laotian                | <input type="checkbox"/> Tahitian   |
| <input type="checkbox"/> Asian Indian                      | <input type="checkbox"/> Hawaiian                   | <input type="checkbox"/> Other Asian            | <input type="checkbox"/> Vietnamese |
| <input type="checkbox"/> Cambodian                         | <input type="checkbox"/> Hmong                      | <input type="checkbox"/> Other Pacific Islander | <input type="checkbox"/> White      |
| <input type="checkbox"/> Chinese                           | <input type="checkbox"/> Japanese                   |   |                                     |

DATE OF BIRTH: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

Verification:  Birth Certificate  Other \_\_\_\_\_

PLACE OF BIRTH: City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_

1. Date student **first attended** school in **CALIFORNIA**? Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

2. Date student **first attended** school in the **UNITED STATES**? Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

PARENT EDUCATION: Check the box that best describes the highest education level of *either* parent/guardian.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Not a High School Graduate | <input type="checkbox"/> High School Graduate      | <input type="checkbox"/> Some College (includes AA degrees) |
| <input type="checkbox"/> College Graduate           | <input type="checkbox"/> Graduate Degree or Higher |   |

PRESCHOOL: Did your child attend a preschool program?  No  Yes (if yes fill in the information below):

Name of preschool: \_\_\_\_\_ City & State: \_\_\_\_\_ Number of years attended: \_\_\_\_\_

HAS YOUR CHILD EVER BEEN EXPELLED?  No  Yes Name of school and district: \_\_\_\_\_

### TRANSPORTATION AND RELATED INFORMATION

Check the boxes below if your child rides the bus.

To School  From School Bus # \_\_\_\_\_

Daycare Provider: \_\_\_\_\_

Phone #1: \_\_\_\_\_ Phone #2: \_\_\_\_\_

NON-HOUSEHOLD EMERGENCY CONTACTS: Authorized to pick up and care for the student with written or verbal permission.

Legal Name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_ Primary Phone Number: \_\_\_\_\_

Legal Name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_ Primary Phone Number: \_\_\_\_\_

Legal Name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_ Primary Phone Number: \_\_\_\_\_

**PLEASE READ:** California Education Code 49408 states that school districts can require that emergency information be kept current. Parent/guardian is responsible for notifying the school, in writing, of telephone or address changes with three (3) days of occurrence. If the school is unable to reach anyone on this form in an emergency or if a student is left unattended during non-school hours, the school will contact law enforcement or Child Protective Services.

PARENT/GUARDIAN INITIALS: X \_\_\_\_\_

## SECTION B : HEALTH AND EMERGENCY INFORMATION

Check here if student has **NO KNOWN HEALTH PROBLEMS**.

Check here if student has **KNOWN HEALTH PROBLEMS** and check all that apply below.

ADD/ADHD

Asthma

Heart Problems

Seizures

SEVERE Allergy to: \_\_\_\_\_

Diabetes    \_\_\_Type I \_\_\_Type II

Epi-Pen

Other: \_\_\_\_\_

Check here if student wears glasses/contact lenses.

Check here if student has hearing loss or uses hearing aids.

Does student have a condition that limits participation in:  Classroom  Physical Education

**Explain:**

**List all medications (including dosage) taken by your child and indicate whether medication is needed at home, school, or both.** *Note: California Education Code 49423 requires that if medications are to be taken at school, there must be a medication form on file at school, signed by both parents and physician. Parent or guardian shall inform the school nurse or designated certificated employee of the medication being taken.*

AT HOME \_\_\_\_\_

AT SCHOOL \_\_\_\_\_

### \*\*\* WHAT SPECIAL SERVICES DOES YOUR CHILD RECEIVE? \*\*\*

(Check all boxes that apply)

Resource (RSP)

504

Speech & Language

Gifted (GATE)

Special Day Class (SDC)

IEP

English Learner Support

NONE

-This information does not exclude any student from any Open Enrollment Lottery-

**Special Instructions/Comments (Medical 504 Plan, special health needs, emergency care plan, etc.)**

### EMERGENCY AUTHORIZATION

*In the event of an emergency, when a parent/guardian is unavailable, I authorize school personnel to make such arrangements for my child to receive medical/hospital care, including necessary transportation, in accordance with their best judgment. I further authorize the physician named below to undertake such care of my child, as he/she considers necessary. In the event said physician is not available, I authorize such care and treatment to be performed by a licensed physician or surgeon. I understand that the parent or guardian is responsible for the cost of such emergency care.*

Physician Name \_\_\_\_\_ Phone \_\_\_\_\_ Pager \_\_\_\_\_

Emergency Facility and Phone Number \_\_\_\_\_

Does this student have health insurance?  Yes  No

Does this student have dental insurance?  Yes  No

Name of Insurance or Health Plan Provider: \_\_\_\_\_ Student's Medical Record Number: \_\_\_\_\_

*If none, I give permission to SCUSD to share this information to help apply for health insurance for my child.*  Yes  No

***The information provided is accurate to the best of my knowledge, and I understand my responsibility.***

**X**

**Signature of Person Registering Student**

**Relationship to Student**

**Date**



<b>Student Name:</b>	<b>Grade:</b>
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**SECTION C : HOUSEHOLD INFORMATION**

Are there **other students** in your household **who attend ANY SCUSD** schools (elementary, middle, or high schools)?

**No**

(Skip to Primary Household)

**Yes**

(Complete the table below. Attach additional paper if needed)

1 <sup>st</sup> student's LEGAL name:	Date of Birth:	Grade and School:	Relationship to <b>student</b> :
2 <sup>nd</sup> student's LEGAL name:	Date of Birth:	Grade and School:	Relationship to <b>student</b> :
3 <sup>rd</sup> student's LEGAL name:	Date of Birth:	Grade and School:	Relationship to <b>student</b> :
4 <sup>th</sup> student's LEGAL name:	Date of Birth:	Grade and School:	Relationship to <b>student</b> :
5 <sup>th</sup> student's LEGAL name:	Date of Birth:	Grade and School:	Relationship to <b>student</b> :

**Is There A Legal Custody Agreement Regarding This Student?**

**NO**     **Sole Custody**     **Joint Custody**     **Guardian**     **Foster/Group Home**

Is the student involved in any **active court orders**?     **No**     **Yes**    If yes, what kind? \_\_\_\_\_

Is the student part of an **active military family**? If yes, please enter the **Start Date**: \_\_\_\_\_ **End Date**: \_\_\_\_\_

**PRIMARY HOUSEHOLD**

**This Is The Address Where The Student Primarily Lives.**

<b>ADDRESS</b>	_____ Number                  Street                  Apt/Lot                  City                  State                  Zip
<b>Mailing Address</b> (if different)	_____ Number                  Street                  Apt/Lot                  City                  State                  Zip

<b>#1 Parent/Guardian</b>	<b>Full Legal Name:</b> _____			
_____	_____	_____	_____	Has this person ever been a student in SCUSD? <input type="checkbox"/> No <input type="checkbox"/> Yes
<b>Date of Birth</b>	<b>Home Phone</b>	<b>Cell Phone</b>	<b>Work Phone</b>	
<b>Relationship to Student</b>		<b>Email Address</b>		<b>Contact Preferences (check preferred methods)</b> <input type="checkbox"/> Infinite Campus Parent Portal <input type="checkbox"/> Email <input type="checkbox"/> Mailings

<b>Other Adult In Household</b>	<b>Full Legal Name:</b> _____			
_____	_____	_____	_____	Has this person ever been a student in SCUSD? <input type="checkbox"/> No <input type="checkbox"/> Yes
<b>Relationship to Student</b>	<b>Date of Birth</b>	<b>Cell Phone</b>	<b>Work Phone</b>	



