



SCUSD

PUTTING CHILDREN FIRST

Enrollment Center

5601 47th Ave. Sacramento CA 95824
(Next to the Serna Center)

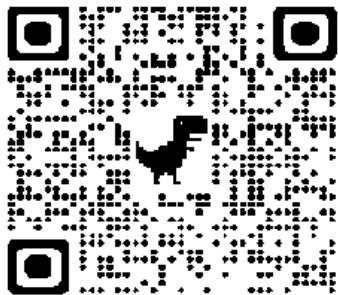
Online Registration Accepted at
WWW.SCUSD.EDU/ENROLLMENT-CENTER-K-12

DAILY HOURS OF OPERATION

Monday, Tuesday, Wednesday, Thursday	8:00 AM – 3:30 PM except holidays
Closed For Lunch (Monday – Thursday)	11:30 AM-12:00 PM
Friday	8:00 AM – 11:00 AM
Saturday & Sunday	Closed
Self-Serve Lobby Hours (Monday-Friday)	8:00 AM- 5:00 PM except holidays

About the Enrollment Center

The Enrollment Center was created as a one-stop resource for families seeking resources and information when enrolling their children in our district.



What You Need to Know to Register Your Child

Please be advised that for the safety and security of all children only biological parents, legal guardians, or educational rights holder may enroll a child into our district. The person enrolling any child will be required to present the following documentation:

- 1. Photo identification** – State issued ID or other photo identification of the parent, legal guardian(s), or educational rights holder (work badge, passport, student ID, Costco)
- 2. Address Verification:** Name on I.D. must match name on bill issued within 30 days. Bring **ONE** of the following or other options listed under (Ed. Code 48204.1):
 - Current Property Tax Bill
 - Rental/Lease Agreement with tenant & landlord’s information & signatures. (If the lease is older than 1-year OR is month-to-month, the current month’s rental receipt is required).
 - Utility service contract, statement (SMUD, PG&E or Water)
 - Voter registration (Voter Election Guide/Ballots NOT accepted).
 - Correspondence from a Government agency on official letterhead
 - Pay stub
- 3. Proof of birth** – County issued birth certificate, duly attested baptism certificate, or a Non-Expired Passport. Other appropriate means of proving the age of the child can be provided (Ed. Code 48002)
- 4. Immunization record.** Current for each child (California Health and Safety Code, Sections 120325-120375) T-Dap Booster shot is required for grades 7th – 12th. Both full name and birth date must be on the immunization record.
- 5. Individual Education Plan (IEP)** if your child is receiving Special Education Services
- 6. Current withdrawal grades and transcripts** (Grades 9th -12th only)
- 7. Guardianship/Custody papers** (if applicable)

Our Services Include:

- K-12 Enrollment
- Intra-district/Inter-district Permits
- Language Assessment Process / Translations / English Language Learner Services



For more information and a complete list of services, visit us
Online at www.scusd.edu/enrollment-center or call (916) 643-2400