



SCUSD

Enrollment Center

5601 47th Avenue • Sacramento, CA 95824 • (916) 643-2400

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 **ONLINE & IN-PERSON DROP BOX PROCESSING TIMES RANGE FROM 7-14 BUSINESS DAYS. WE WILL CONTACT YOU WHEN YOUR APPLICATION IS PROCESSED.**

2023-24

K-12

REGISTRATION PACKET

Kindergarten: Student Must Be 5 years of age on or before 9/1/2023 to register for Kindergarten 2023-24.

Incomplete Applications Will Not Be Processed!

YOU CAN ENROLL ONLINE

- Please visit our website at www.scusd.edu/enrollment-center-k-12 to register online.
- An Enrollment Technician will contact you in the order the application was received. Check your spam/junk email.

THE ENROLLMENT CENTER LIVE DESK SUPPORT HOURS

- Monday-Thursday 8am-3:30pm; Friday 8am-11am. CLOSED for lunch Monday-Thursday 11:30am-12:00pm.
- Holiday hours will vary. For current hours, visit www.scusd.edu/enrollment-center-k-12

THE ENROLLMENT CENTER SELF-SERVE LOBBY & DROP BOX HOURS

- Monday-Friday, 8am-5pm. Registration packets are available in the self-serve lobby.
- Completed packets can be dropped-off in the lobby DROP BOX. An Enrollment Technician will contact you in the order the application was received. Check your spam/junk email.

REQUIRED DOCUMENTS TO COMPLETE ENROLLMENT TO THE DISTRICT

1. **Photo Identification** State issued I.D. or other photo identification of parent, legal guardian(s), or educational rights holder (Work Badge, Passport, Student ID, Costco)
2. **Address Verification** Submit one (1) Name on I.D. must match name on bill issued within 30 days. (Ed. Code 48204.1)
 - o Current Utility Bill – SMUD, PG&E or WATER
 - o Current Mortgage Statement
 - o Current Year Property Tax Bill
 - o Current Rental/Lease Agreement with tenant and landlord's information and signatures (If lease is older than one (1) year OR is a month-to-month, the current month's rent receipt is required)
 - o Current Voter Registration Only (Voter Election Guides and Voting Ballots NOT accepted)
 - o Current Government Agency Letter on Official Letterhead
 - o Current Employment Pay Stub
3. **Proof of Birth** County issued Birth Certificate or Non-Expired Passport. When none of the foregoing is obtainable, the parent/guardian may provide any other appropriate means of proving the age of the child (Ed. Code 48002)
4. **Immunization Record** Current for Each Child (California Health and Safety Code, Sections 120325-120375) T-Dap Booster required for grades 7th-12th. Both full name and date of birth must be on the immunization record.
5. **Current Withdrawal Grades and Transcripts** Required for Grades 9th-12th
6. **Individualized Education Plan (IEP)** Documentation for Receiving Special Education Services (if applicable)
7. **Guardianship/Custody Documents** (if applicable)

HAS YOUR ADDRESS CHANGED?

PLEASE SUBMIT THE FOLLOWING DOCUMENTS WITH YOUR ONLINE OR DROP-OFF APPLICATION:

1. **Photo Identification** State issued I.D. or other photo identification of the parent, legal guardian(s) or educational rights holder (Work Badge, Passport, Student ID, Costco)
2. **ONE (1) ADDRESS VERIFICATION** listed above. Name on I.D. must match name on address verification and 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/educational rights holder and **DO NOT** have address verification in your name, **YOU MUST PROVIDE ALL OF THE FOLLOWING:**

1. **ADDRESS AFFIDAVIT** completed & signed by you and the bill holder whose name is on the address verification.
2. A copy of the **PHOTO I.D. OF THE BILL HOLDER** who's correct same name is on the address verification.
3. A copy of **ONE (1) ADDRESS VERIFICATION FROM BILL HOLDER** listed above with the same name on the bill holder's I.D. Name on I.D. must match name on address verification and must be current within 30 days of issued date.

IF A STUDENT IS UNHOUSED

Please contact the Enrollment and Attendance Center or the district's **HOMELESS PROGRAM COORDINATOR AT 916-643-2450** for important enrollment information and see the "SUMMARY OF RIGHTS FOR UNHOUSED STUDENTS" flyer. If you have further questions, visit our website at www.scusd.edu/enrollment-center-k-12 or contact an Enrollment Center Team Member at <https://www.scusd.edu/pod/contact-enrollment-center>



Parent/Legal Guardian Checklist

INCOMPLETE APPLICATIONS AND WITHOUT THE REQUIRED DOCUMENTS WILL NOT BE PROCESSED.

The Enrollment Center is not able to make copies at this time. Please make your own copies before you submit your application. Submit copies only. If you submit original documents like your I.D. or a birth certificate, they WILL NOT be mailed back to you. Check your spam/junk email for correspondence from our technicians!

The following documents are required to complete enrollment to the district. Drop-off documents must be sealed in an envelope.

- Photo Identification**-State issued I.D. or other photo identification of parent/legal guardian or educational rights holder (Work Badge, Passport, Student ID, Costco)
- Address Verification**-Name on I.D. must match name on bill issued within 30 days. **Submit one (1)** (Ed. Code 48204.1)
 - Current Utility Bill – SMUD, PG&E or WATER
 - Current Mortgage Statement
 - Current Property Tax Bill
 - Current Rental/Lease Agreement with tenant and landlord's information and signatures (If lease is older than one (1) year OR is a month-to-month, the current month's rent receipt is required)
 - Current Voter Registration Only (Voter Election Guides/Voting Ballots NOT accepted)
 - Current Government Agency Letter on Official Letterhead
 - Current Employment Pay Stub
- Proof of Birth** – County issued Birth Certificate or Non-Expired Passport. When none of the foregoing is obtainable, the parent/guardian may provide any other appropriate means of proving the age of the child (Ed. Code 48002)
- Immunization Record** – Current for Each Child (California Health and Safety Code, Sections 120325-120375) T-Dap Booster required for grades 7th-12th. Both full name and date of birth must be on the immunization record.
- Current Withdrawal Grades and Transcripts** –Required for Grades 9th-12th
- Individualized Education Plan (IEP)**-Documentation for Receiving Special Education Services (if applicable)
- Guardianship/Custody Documents** – (if applicable)



2023-24

ENROLLMENT & ATTENDANCE CENTER

5601 47th Avenue • Sacramento, CA 95824

(916) 643-2400 • FAX (916) 433-5403

GioVonna Washington-Woodfy, Director III

POSSIBLE ELEMENTARY (K-6 ONLY) OVERENROLLMENT

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 **2023-24** school year. We want to assure you that we will make every effort to do so; however, it may be necessary to temporarily 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) 643-9000 ~ (916) 643-9290 ~ (916) 643-9260

Sincerely,

GioVonna Washington-Woodfy

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

Parent/Guardian Name: _____

Date: _____

Student Name: _____

Grade: _____



HOME LANGUAGE SURVEY

Surname / Family Name of Student: _____

First Given Name of Student: _____

Second Given Name of Student: _____

Age of Student: _____ Grade Level of Student: _____

Teacher Name: _____

DIRECTIONS TO PARENTS AND GUARDIANS

The California *Education Code* contains legal requirements which direct schools to assess the English language proficiency of students. The process begins with determining the language(s) spoken in the home of each student. The responses to the home language survey will assist in determining if a student's proficiency in English should be tested. This information is essential in order for the school to provide adequate instructional programs and services.

As parents or guardians, your cooperation is requested in complying with these requirements. Please respond to each of the four questions listed below as accurately as possible. For each question, write the name(s) of the language(s) that apply in the space provided. Please do not leave any question unanswered. If an error is made completing this home language survey, you may request correction before your student's English proficiency is assessed.

1. Which language did your child learn when they first began to talk? _____
2. Which language does your child most frequently speak at home? _____
3. Which language do you (the parents and guardians most frequently use when speaking with your child? _____
4. Which language is most often spoken by adults in the home? (parents, guardians, grandparents, or any other adults) _____

Please sign and date this form in the spaces provided below, then return this form to your child's teacher. Thank you for your cooperation.

→ Signature of Parent or Guardian: _____

→ Date: _____



ENROLLMENT and ATTENDANCE CENTER
KINDERGARTEN
Kindergarten Information Request

Neighborhood School

Primary Language

Male Female

Student Legal Last, First Name

Birth Date

Gender

Parent Name

Cell Phone

Home 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:

<input type="checkbox"/> Write his/her name	<input type="checkbox"/> Recognize letters in the alphabet (out of order)
<input type="checkbox"/> Count from 1 to 10	<input type="checkbox"/> Listen to a story <input type="checkbox"/> Hop on one-foot
<input type="checkbox"/> Hop on both feet	<input type="checkbox"/> Read a simple story <input type="checkbox"/> Identify primary colors
<input type="checkbox"/> Skip	<input type="checkbox"/> Rhyme <input type="checkbox"/> Recognize common shapes
<input type="checkbox"/> Tie shoes	<input type="checkbox"/> Say the alphabet
- 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

Students Who Are New or Returning to SCUSD

SECTION A: STUDENT DEMOGRAPHIC INFORMATION

1) 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:		
2) Legal Name Of Person Registering Student:		Relationship To Student:		
3) Name of School Most Recently Attended:				
<u>City & State</u>	<u>Grade</u>	<u>Date Begin</u>	<u>Date Left</u>	
a) Date student first attended school in <u>California</u>.		Month	Day	Year
b) Date student first attended school in the <u>United States</u>.		Month	Day	Year
4) Is Your Child Hispanic or Latino? <input type="checkbox"/> No <input type="checkbox"/> Yes				
5) 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			
6) Date of Birth & Place of Birth		Month/Day/Year	City	State
7) Verification <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Other _____				
8) Preschool Did your child attend a preschool program? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes fill in the information below)				
Name of Preschool _____		City & State _____		Number of Years Attended _____
9) Has Your Child Ever Been Expelled? <input type="checkbox"/> No <input type="checkbox"/> Yes Name of school and district: _____				
10) Transportation and Related Information Check the boxes below if your child rides the bus.				
<input type="checkbox"/> To School <input type="checkbox"/> From School Bus # _____		Daycare Provider: _____		Phone#: _____
11) Non-Household Emergency Contacts Authorized to pick up and care for the student with written or verbal permission.				
Legal Name:	Relationship to student:	Contact Number:		
Legal Name:	Relationship to student:	Contact Number:		
Legal Name:	Relationship to student:	Contact Number:		
12) 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

- 13)** Check here if student has **known health problems** and check all that apply below.
 Check here if student has **no known health problems**.

- ADD/ADHD
 Asthma
 Epi-Pen

- Heart Problems
 Seizures
 Diabetes ___Type I ___Type II

- SEVERE** Allergy to: _____
 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 **Please 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 _____

14) Does your child have an Individualized Education Plan (IEP)? No Yes

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

If **YES**, what special services does your child receive?

- Resource (RSP)
 Special Day Class (SDC)
 Speech & Language

- Autism (AUT)
 DHH (Deaf/Hard of Hearing)
 Other _____

Other non-IEP Services

- Gifted (GATE) English Learner Support 504 Other _____

Special Instructions/Comments

(Medical 504 Plan, special health needs emergency care plan, etc.)

15) 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.

1. Physician Name _____ Phone _____ Pager _____
2. Emergency Facility and Phone Number _____
3. **Does this student have health insurance?** Yes No **Does this student have dental insurance?** Yes No
4. Name of Insurance or Health Plan Provider: _____ Student's Medical Record Number: _____
5. 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.

Signature of Person Registering Student X _____	Relationship to Student _____	Date _____
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SECTION C: HOUSEHOLD INFORMATION

16) Name of Student You Are Registering:	Grade
X	
Are there other students in your household who attend ANY SCUSD schools (elementary, middle, or high schools)?	<input type="checkbox"/> No <input type="checkbox"/> Yes Complete the table below. Attach additional paper if needed.
1st Student's Legal Name:	Date of Birth: Grade and School: Relationship to <u>student</u> :
2nd Student's Legal Name:	Date of Birth: Grade and School: Relationship to <u>student</u> :
3rd Student's Legal Name:	Date of Birth: Grade and School: Relationship to <u>student</u> :
4th Student's Legal Name:	Date of Birth: Grade and School: Relationship to <u>student</u> :
17) Is there a legal custody agreement regarding this student? <input type="checkbox"/> No <input type="checkbox"/> Yes 18) If YES, what type? <input type="checkbox"/> Sole Custody <input type="checkbox"/> Joint Custody <input type="checkbox"/> Guardian <input type="checkbox"/> Foster/Group Home 19) Is the student involved in any active court orders? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, what kind? _____ 20) Is the student part of an active military family? If yes, please enter Start Date: _____ End Date: _____	

#1 PRIMARY HOUSEHOLD

This Is The Address Where The Student Primarily Lives.

21) Print Full Name of #1 Primary Parent/Legal Guardian:					
X					
Primary Parent #1 Education Check the box that best describes the highest education level of parent/guardian #1.				<input type="checkbox"/> Not a High School Graduate <input type="checkbox"/> High School Graduate <input type="checkbox"/> Some College (AA) <input type="checkbox"/> College Graduate <input type="checkbox"/> Graduate Degree or Higher	
Relationship To Student	Email Address (print clearly)			Contact Preferences- check preferred method	
				<input type="checkbox"/> Email <input type="checkbox"/> Mailings <input type="checkbox"/> Infinite Campus Parent Portal	
Date of Birth	Home Phone	Cell Phone	Work Phone	<i>Has this person ever been a student in SCUSD?</i> <input type="checkbox"/> NO <input type="checkbox"/> YES	
22) ADDRESS	_____				
	Number	Street	Apt/Lot	City	State Zip
Mailing Address (if different)	_____				
	Number	Street	Apt/Lot	City	State Zip
23) Print Full Name of Other Adult In #1 Primary Household:					
X					
Other Adult #1 Education Check the box that best describes the highest education level of other adult #1.				<input type="checkbox"/> Not a High School Graduate <input type="checkbox"/> High School Graduate <input type="checkbox"/> Some College (AA) <input type="checkbox"/> College Graduate <input type="checkbox"/> Graduate Degree or Higher	
Relationship To Student	Date of Birth	Cell Phone	Work Phone	<i>Has this person ever been a student in SCUSD?</i> <input type="checkbox"/> NO <input type="checkbox"/> YES	

#2 SECONDARY HOUSEHOLD

Complete this section only if PARENT #1 AND #2 **DO NOT LIVE** in the same household.
Will this household receive mail? No Yes

24) Print Full Name of Secondary #2 Parent/Legal Guardian:

X

Secondary Parent #2 Education Check the box that best describes the highest education level of parent/guardian #2.

- Not a High School Graduate High School Graduate
 Some College (AA) College Graduate Graduate Degree or Higher

Relationship To Student	Email Address (print clearly)	Contact Preferences- check preferred method	
		<input type="checkbox"/> Email <input type="checkbox"/> Mailings <input type="checkbox"/> Infinite Campus Parent Portal	
Date of Birth	Home Phone	Cell Phone	Work Phone
<i>Has this person ever been a student in SCUSD?</i>			
<input type="checkbox"/> NO <input type="checkbox"/> YES			

25) ADDRESS

Number Street Apt/Lot City State Zip

Mailing Address
(if different)

Number Street Apt/Lot City State Zip

26) Print Full Name of Other Adult In #2 Household:

X

Other Adult #2 Education Check the box that best describes the highest education level of other adult #2.

- Not a High School Graduate High School Graduate
 Some College (AA) College Graduate Graduate Degree or Higher

Relationship To Student	Date of Birth	Cell Phone	Work Phone	
<i>Has this person ever been a student in SCUSD?</i>				
<input type="checkbox"/> NO <input type="checkbox"/> YES				

27) Automated Messenger Contact Information Check boxes to receive automated messages.

	Attendance	Behavior	Teacher	Priority
#1 Primary Parent/Guardian				
Email Address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Adult's Cell Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#2 Secondary Parent/Guardian				
Email Address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Adult's Cell Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For District Use Only

Proof of Residence	Proof of Immunization	Date & Time Registered	Enrollment Date	Grade	District Official Signature
Type:	Type:	Date:			
Verified:	Verified:	Time:			

Type Of Registration:

<input type="checkbox"/> Neighborhood	<input type="checkbox"/> In-Transition	<input type="checkbox"/> INTRA Permit	<input type="checkbox"/> Over Enrollment	
<input type="checkbox"/> Open Enrollment	<input type="checkbox"/> Foster	<input type="checkbox"/> INTER Permit	<u>Neighborhood School</u>	<u>Receiving School</u>
<input type="checkbox"/> Charter	<input type="checkbox"/> SPED – PLCMNT	<input type="checkbox"/> SHPD		

Sacramento City Unified School District Housing Survey

Student Last Name	First	Middle

Name of School:

The information provided below will help SCUSD determine what services you and/or your child may be eligible to receive. This could include additional educational services through Title I, Part A and/or the federal McKinney-Vento Assistance Act. The information provided on this form will be kept confidential and only shared with appropriate school district and site staff.

Presently, are you and/or your family living in any of the following situations? *Check all that apply.*

- Staying in a shelter (family shelter, domestic violence shelter, youth shelter) or Federal Emergency Management Agency (FEMA) trailer
- Sharing housing with other(s) due to loss of housing, economic hardship, natural disaster, lack of adequate housing, or similar reason
- Living in a car, park, campground, abandoned building, or other inadequate accommodations (i.e. lack of water, electricity, or heat)
- Temporarily living in a motel or hotel due to loss of housing, economic hardship, natural disaster, or similar reason
- Living in a single-home residence that is permanent

I am a student under the age of 18 and living apart from parent(s) or guardian

- Yes No

The undersigned parent/guardian certifies that the information provided above is correct and accurate.

Print Parent/Guardian Name	Signature	Date

Phone Number	Street Address	City	State	Zip

Housing Survey

Your child or children may have the right to:

- Immediate enrollment in the school they last attended (school of origin) or the local school where you are currently staying, even if you do not have all the documents normally required at the time of enrollment.
- Continue to attend their school of origin, if requested by you and it is in the best interest.
- Receive transportation to and from their school of origin, the same special programs and services, if needed, as provided to all other children, including free meals and Title I.
- Receive the full protections and services provided under all federal and state laws, as it relates to homeless children, youth, and their families.

Please list all children currently living with you, even if not school age.

Full Name	Birthdate	Grade	School

If this survey is completed by someone other than parent/guardian/student, please fill in:

Full Name	Agency

Phone	Email	Date

Email completed Survey to: Homeless-Services@scusd.edu

If you have any questions about these rights or would like to request services, contact:

Homeless Services Office

Phone: ~~916-277-6002~~ 916-643-2450

Email: Homeless-Services@scusd.edu

Website: <https://www.scusd.edu/homeless-services>

Sacramento City Unified School District
RIGHTS FOR STUDENTS WHO ARE UNHOUSED

Summary of rights under the McKinney-Vento Assistance Act: Education for Homeless Children & Youths (EHCY)
Contact: Homeless-Services@scusd.edu / (916) 643-2450 or 395-4705 / www.scusd.edu/homeless-services

Students who are unhoused lack a fixed, regular, & adequate nighttime residence, including:

- A public/private place that is not designed for or normally used as a place for sleeping
- Motel/hotel, campground, or trailer due to loss of housing & lack of alternative adequate accommodations
- In an emergency or transitional shelter program
- Cars, parks/public spaces, abandoned buildings, substandard housing, bus/train stations, or similar
- Moved into another person's home due to loss of housing or financial problems (eviction, job loss, etc.)
- Unaccompanied Youth, runaways, abandoned children, and migratory children who live in the above conditions.

Unaccompanied Youth (UY) (youth not in the care or custody of their legal parent/guardian): The Homeless Program Coordinator will assist with enrollment, placement and dispute resolution.

ENROLLMENT RIGHTS

SCHOOL SELECTION: According to the student's best interest, the district must enroll, or continue the enrollment of, a student who is Unhoused. In determining best interest, the school shall, to the extent feasible, keep the student at their school of origin, unless it is against the wishes of the parent/guardian, caregiver, or Unaccompanied Youth (UY).

1. School of Origin: Continue the student at their *school of origin* for the duration of homelessness. This is the school attended when permanently housed, last enrolled, or attended within the last fifteen months.
2. Feeder School: If the student is transitioning between grade levels, the student may continue in the school district of origin in the same feeder school pattern (attendance area).
3. School of residence: The student may enroll in the public school serving the attendance area for the student's address, for which the student is eligible to attend.
4. If the student becomes permanently housed during the academic year:
 - K-8 grades: May continue in their school of origin for the remainder of the academic year
 - 9-12 grades: May continue in their school of origin through graduation.

IMMEDIATE ENROLLMENT: The student shall be immediately enrolled even if missing the items below:

- Records normally required for enrollment, such as academic records, proof of residency, medical or immunization records, or other documents. *The enrolling site will issue the student a grace period or a Conditional Enrollment to submit the missing records.*
- Fees, fines, textbooks, equipment, uniforms, or other items or money due to any school.

ENROLLMENT DISPUTES: If there is a dispute over School Selection:

- The student must be immediately enrolled in the school under School Selection, that is selected by the parent/guardian, caregiver, or UY, for which the student is eligible to attend.
- If the dispute continues, *the student must be allowed to remain at the school until the dispute is resolved*, and the parent/guardian, caregiver, or UY must receive a written explanation, the right to appeal, and be referred to the Homeless Program Coordinator for dispute resolution.

SCHOOL ACTIVITIES: The student has the right to:

- Participate in activities that are available to all pupils, for which they are eligible: academic programs and services, enrichment programs, extracurricular activities, etc.
- Immediately meet residency requirements for interscholastic sports and extracurricular activities
- Receive free school meals and necessary transportation assistance to continue at school of origin.