



ENROLLMENT INFORMATION

Matriculation and Orientation Center registered all English Learner students
5601 47th Avenue • Sacramento, CA 95824 • (916) 643-2162 • FAX (916) 433-7350 •
www.scusd.edu/enrollment-center-K-12

Hours of Customer Service:

Monday, Tuesday, Wednesday, Thursday: 8:00 am – 3:00 pm
Friday: 8:00 am – 11:00 am

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/educational rights holder who enrolls the child will be REQUIRED TO PRESENT PHOTO IDENTIFICATION.**

The following documents are required to complete enrollment for students *NEW to the district.

Please bring the following documents along with this completed packet to enroll your child at the Enrollment Center.

1. **Address verification: Bring ONE of the following forms:**
 - CURRENT Mortgage Statement (Issued within 30 days)
 - CURRENT Property Tax Bill (Issued within 30 days)
 - CURRENT Rental / Lease Agreement with Landlord's Information (If the lease is older than one year OR is a month to month contract the current month's rent receipt is required)
 - CURRENT Utility Bill (SMUD, PG&E, or WATER) with correct same name and address in the parent/legal guardian or education rights holder's name (Issued within 30 days, NO PAST DUE BILLS will be accepted)
 - CURRENT Voter Registration (Issued within 30 days)
 - CURRENT Government Agency Letter (Issued within 30 days)
 - CURRENT Employment Pay Stub (Issued within 30 days)
2. **Proof of birth** – Original COUNTY ISSUED birth certificate or non-expired passport for each child
**(Returning Students May Be Required to Present Proof of Birth If Not Available in SCUSD'S Database)*
3. **Immunization Record** Current for each child. Grades 7th -12th a T-Dap Booster shot is required
**(Returning Students May Be Required to Present Immunization Record If Not Available in SCUSD's Database)*
4. **CURRENT** withdrawal grades and transcripts (Grades 9th – 12th only)
5. **Individualized Education Plan (IEP)** documentation for children receiving Special Education Services (if applicable)
6. **Guardianship / Custody papers** (if applicable)

HAS YOUR ADDRESS CHANGED?

Please bring the following documents to the Enrollment Center

1. Photo I.D. of parent/legal guardian or education rights holder.
2. The new address verification as listed above (If a utility bill, it 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/guardian/educational** rights holder and **do not** have address verification in your name, you **MUST BRING THE FOLLOWING:**

- Declaration of Residency form (DOR) **must be completed and signed** (see DOR form).
- A copy of the photo I.D. of the person who's name is on the address verification document.
- A copy or original of the address verification document.

IF A STUDENT IS HOMELESS Please contact the Enrollment Center or the district's **Homeless Program Coordinator** (916-277-6892) for important enrollment information and see the "Summary of Rights for Homeless Students" flyer.

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.