



**Enrollment for all English Learner students
is handled at the MOC Center:
5601 47th Avenue
Sacramento, CA 95824
(Rooms 6 – 10)**

Hours of Service

Monday – Thursday: 8:00 a.m. - 3:30 p.m.

Fridays: 8:00 a.m. – 11:15 a.m.

**For additional information call:
643-2374 or 643-2162**

Registration Requirements:

For the safety and security of all children, **ONLY** biological parents or legal guardians may enroll a child into our district. The person who enrolls the child will be required to present the following:

1. A VALID Photo Identification for parent/guardian

- Current Driver's License or state-issued identification card
- Passport/Visa

2. Address verification: bring ONE of the following forms with name of parent/guardian:

- **CURRENT** Mortgage statement (within 30 days) /current property tax bill
- **CURRENT** rental/lease agreement with landlord's information
- **CURRENT** Utility bill (SMUD, PG&E, or WATER) with correct name and address in the parent/legal guardian or educational rights holder name (within 30 days)
- **CURRENT** voter registration
- **CURRENT** Government agency letter (within 30 days)
- **CURRENT** check or pay stub (within 30 days)

If no proof of address in your name, you must complete a ***Declaration of Residency (DOR)*** which will be provided to you. You will also have to bring:

- A copy of the photo I.D. of the person who's name is on the bill.
- A copy or original of the address verification document

3. Proof of birth – original COUNTY ISSUED birth certificate or Passport/Visa, I-94 form

4. Immunization Record current for each child. Grades 7th -12th T-dap Booster shot is required

5. CURRENT withdrawal grades and transcripts (Grades 9th -12th only)

6. Individual Education Plan (IEP) documents for children receiving Special Education services

7. Guardianship/Custody papers (if applicable)