

ENROLLMENT/REGISTRATION INSTRUCTIONS

Listed below are the documents necessary for a completed registration packet for enrollment for your child who will be entering the Palos Verdes Peninsula Unified School District. Be sure to pick up your registration packet at the counseling office.

1. **PROOF OF AGE** - Original birth certificate or valid passport. Child must be 5 years old on or before December 2 of that school year when entering Kindergarten.
2. **IMMUNIZATION/HEALTH EXAM VERIFICATION** - Includes proof of all immunizations from your doctor or the health department. This form must be signed by a health care provider and needs his/her office stamp.
 - A. As of 1999, State Law mandates all children entering Kindergarten receive 3 doses of Hepatitis B Vaccine.
 - B. All children enrolling in the PVPUSD MUST have the Mantoux Tuberculosis test with date and results. This is mandatory for all students.
 - C. All children entering kindergarten must have the varicella (chicken pox) vaccine, or documentation of the disease by a health care provider.
 - D. **Yellow health folder must be filled out and signed.**
3. **ELL TESTING** - If your child speaks English as a second language, testing will be done by the District if the Home Language Survey form indicates a need.
4. **UNOFFICIAL TRANSCRIPT AND WITHDRAWAL GRADES FROM LAST SCHOOL ATTENDED.**
5. **RESIDENCY VERIFICATION:** The Palos Verdes Peninsula Unified School District may ONLY enroll students whose Parent or Legal Guardian resides within school district boundaries (Education Code Section 48204). Residence verification is a parent responsibility and falsification of information will be grounds for immediate cancellation of enrollment. There can only be one residence (Government Code Section 244). **If parents live separately, the parent awarded custody and control of the child establishes the residence. Please provide copies regarding custody.**

Present TWO of the following items to verify your name and home address:

- * Current **Electric** and Southern California Gas Bills
- * Current **Electric** Bill and Cable TV Statement
- * Current **Electric** and Water/Trash Bills

* Must show parent name and service connection address. In addition, periodic home checks may be done.

RENTAL AGREEMENTS, RENT RECEIPTS, OR TELEPHONE BILLS **ARE NOT sufficient proof of residency**, unless accompanied by additional verification. You must present at least three (3) other acceptable documents listed below:

- Provide a current letter on PROPERTY MANAGEMENT COMPANY LETTERHEAD ONLY stating utilities are included in the rent.
- Current computer printout of DMV Car Registration (where you reside). (When you move, you must give your new address to the DMV within 10 days. IT'S THE LAW)
- Current Car Insurance Statement (at home, where you reside)
- Current Bank Statement (checking or savings - not checks)
- Current Verification of Residence Service Letter from So. Cal Edison **
- Current Verification of Residence Service Letter from So. Cal. Gas **
- Current Moving Company Receipt from Prior Address to New Address
- California Identification Card
- Voter Registration Card

** Must show parent name, address and date of service followed by utility bill presented to school within thirty (30) days. (THIS LETTER MUST BE ON THEIR LETTERHEAD.)

Escrow papers WITH CLOSING DATE WITHIN 60 DAYS AND NO CONTINGENCIES may be considered at the beginning of a school year.

Parents/Guardians are required to report to the school, in writing, a change of address within thirty (30) calendar days of the change. Proof of this change is also required. Failure to do so may be cause for forfeiture of the right to a continuing enrollment permit. If false or inaccurate residence information is discovered, the student will be transferred to the District or school of residence.



PALOS VERDES PENINSULA UNIFIED SCHOOL DISTRICT NEW STUDENT ENROLLMENT FORM

TODAY'S DATE _____

SCHOOL _____

Student's Legal Name: Last _____ First _____ Middle _____

Sex: M F Grade _____ STUDENT'S BIRTHDATE ____/____/____ U.S. Citizen: Yes No

Student's Birthplace - City _____ State _____ Country _____

Student's Residence _____ City _____ Zip _____ - _____

Home Phone () _____ Student Resides with: Parent(s), Guardian; Relative; Other _____

Student's E-Mail: _____

STUDENT'S ETHNICITY (Please check one):

- Hispanic or Latino** (A person of Cuban, Mexican, Puerto Rican, South or Central American, or origin, regardless of race)
- Not Hispanic or Latino**

STUDENT'S RACE

The above part of the question is about ethnicity, not race. No matter what you selected above, please continue to answer the following by marking one or more boxes to indicate what you consider your race to be. (Please check up to five racial categories regardless of ethnicity):

- | | | |
|--|---|---|
| <input type="checkbox"/> North/Central/South American Native (100)
(American Indian or Alaskan Native) | <input type="checkbox"/> Laotian (206) | <input type="checkbox"/> Tahitian (304) |
| <input type="checkbox"/> Chinese (201) | <input type="checkbox"/> Cambodian (207) | <input type="checkbox"/> Other Pacific Islander (399) |
| <input type="checkbox"/> Japanese (202) | <input type="checkbox"/> Hmong (208) | <input type="checkbox"/> Filipino/Filipino American (400) |
| <input type="checkbox"/> Korean (203) | <input type="checkbox"/> Other Asian (299) | <input type="checkbox"/> African American or Black (600) |
| <input type="checkbox"/> Vietnamese (204) | <input type="checkbox"/> Hawaiian (301) | <input type="checkbox"/> White (700) (Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East) |
| <input type="checkbox"/> Asian Indian (205) | <input type="checkbox"/> Guamanian (302) | |
| | <input type="checkbox"/> Samoan (303) | |

Parent/Guardianship Information (with whom the student lives) - check all that apply

Father Mother Step-Father Step-Mother Guardian Foster/Group Home Other _____

Is the above (check) person(s) the student's LEGAL guardian? Yes No. If No, please complete a "Caregiver Affidavit"

If there is a legal custody agreement regarding this student, please check one: *Joint Custody *Sole Custody *Guardian

*Please provide court documentation

Parent Guardian Title/Name: (M/M, MRS, MS, MR, DR, D/M, M/D, D/D)

Father's Name _____ **Address** _____ **City** _____ **Zip** _____

Father's Phone () _____ Work Phone () _____ Ext _____ Cell/PGR() _____

Father's E-mail Address: _____

Father's Birthplace: City _____ State _____ Country _____

Father's Race: _____ Father's Employer: _____

Mother's Name _____ **Address** _____ **City** _____ **Zip** _____

Mother's Phone () _____ Work Phone () _____ Ext _____ Cell/PGR() _____

Mother's E-mail Address: _____

Mother's Birthplace: City _____ State _____ Country _____

Mother's Race: _____ Mother's Employer: _____

Sibling Name _____ Grade _____ Sibling's School _____

Sibling Name _____ Grade _____ Sibling's School _____

Sibling Name _____ Grade _____ Sibling's School _____

Sibling Name _____ Grade _____ Sibling's School _____

PLEASE COMPLETE INFORMATION ON BOTH SIDES OF THE FORM

Date first attended school **in the U.S.** (mm/dd/year): _____ Date first attended school **California** (mm/dd/year): _____

Date student **entered U.S.**: _____

MOST RECENT SCHOOL ENROLLED IN OR LAST ATTENDED: Was last school PRIVATE; PUBLIC

Has the student previously been enrolled in **PVPUSD**?

If **YES**, Year of prior enrollment: _____ Previous **PVPUSD** Enrollment Grade: _____ Previous **PVPUSD** School: _____

If **NO**, Name of last school _____ Grade: _____ Date(s): _____

Complete address of last school _____ City _____ State _____ Zip _____

Last School Phone Number () _____ Previous School District Name: _____

Has your child been suspended? Yes No

Has your child been expelled? No Yes If Yes, when: _____ (required to reveal according to EC 48915.1(b))

Special classification: GATE; Speech; 504 Plan; RSP; SDC; Adapted PE; **ACTIVE IEP?** No; If YES,

Are there psychological or confidential reports available from your child's former school? Yes No

PARENT'S/GUARDIAN'S EDUCATION (Check the response that describes the education level of the most educated parent):

Graduate Degree or Higher (10) College Degree (11) Some College or Associate's Degree (12)

High School Graduate (13) NOT a High School Graduate (14)

RESIDENCE:— where is your child/family currently living? (federally mandated by NCLB) — **Please check appropriate box:**

Single family permanent residence Hotel/Motel (09) Shelter (transitional housing program) (10) Doubled-up (sharing housing [relatives/friends]) (11)

Unsheltered (car/campsite) (12) Permanent Placement Housing (13) Other (Specify) _____ (14) Unknown (15)

Foster Home/Kinship Placement (21) Licensed Children's Institution (22) Residential School (23) Health Institution (24) Incarceration Institution (25)

Development Center (26) State Hospital (27)

HOME LANGUAGE SURVEY: The California *Education Code* contains legal requirements which direct schools to determine the language(s) spoken in the home of each student. This information is essential in order for the school to provide adequate instructional programs and services.

As parents/guardians, your cooperation is requested in complying with this legal requirement. 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.

1. Which language/dialect did your son/daughter learn when he/she first began to talk? _____

2. What language does your son/daughter most frequently speak at home? _____

3. What language do you most frequently use when speaking with your child? _____

4. Which language is most often spoken by the adults (parents, guardians, grandparents, or any other adults) in the home? _____

CALIFORNIA ENGLISH LANGUAGE DEVELOPMENT TEST (CELDT):

Has your child ever been given the CELDT Test? Yes No I don't know

If Yes, Name of School: _____ School District: _____ When: _____

Is your student currently enrolled in ELD (English Learners') classes? No Yes

EMERGENCY CONTACT NAME _____ **RELATIONSHIP** _____ **PHONE** _____

PARENT OR GUARDIAN SIGNATURE: _____ **DATE:** _____

PLEASE COMPLETE INFORMATION ON BOTH SIDES OF THE FORM



PALOS VERDES PENINSULA UNIFIED SCHOOL DISTRICT

STATEMENT OF RESIDENCY

I. We/I have read the provisions governing enrollment eligibility in the Palos Verdes Peninsula Unified School District on the reverse side of this affidavit.

We/I understand and certify that this affidavit is signed under penalty of perjury and any false information provided herein will render us/me subject to appropriate penalties for perjury.

II. We/I reside at (STREET) (CITY) and have resided at the address from (MONTH/YEAR) to present.

(NOTE: Under the provisions of the Education Code, residence in the case of a minor is defined as the residence of the parent/legal guardian).

III. We/I can be reached at home by telephone at (TELEPHONE NUMBER)

IV. We/I are/am the person(s) having legal custody of/guardianship responsibilities for (STUDENT'S FULL NAME), a child of school age whose date of birth is (MONTH/DAY/YEAR)

(NOTE: If the above-named child is living with someone other than his parent or legal guardian, the Declaration of Residency and Responsibility (F-1600) must be attached to this statement.)

V. The pupil is living with the following adults:

- []-Mother []-Father []-Guardian []-Stepfather []-Stepmother
[]-Foster Parent []-Brother []-Sister []-Other

WE/I HEREBY DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT. IN ADDITION, WE/I HEREBY UNDERSTAND THAT WE/I MAY BE HELD LIABLE FOR ANY COSTS INCURRED BY THE DISTRICT FOR EDUCATING A STUDENT WHO HAS BEEN ENROLLED ON THE BASIS OF A FALSIFIED ADDRESS OR OTHER FALSIFIED INFORMATION. WE/I ALSO HEREBY AGREE TO NOTIFY THE SCHOOL OFFICE OF ANY CHANGE IN THE RESIDENCE OR TELEPHONE INFORMATION CITED ABOVE WITHIN SEVEN (7) DAYS OF SUCH A CHANGE.

1. (SIGNATURE OF PERSON EXECUTING AFFIDAVIT) RELATIONSHIP: DATE: (MONTH/DAY/YEAR)

2. (SIGNATURE OF PERSON EXECUTING AFFIDAVIT) RELATIONSHIP: DATE: (MONTH/DAY/YEAR)

WITNESSED BY: (SIGNATURE OF SCHOOL EMPLOYEE)

PALOS VERDES PENINSULA UNIFIED SCHOOL DISTRICT
RESIDENCE REQUIREMENTS FOR SCHOOL ENROLLMENT

No student will be permitted to attend the schools of the Palos Verdes Peninsula Unified School District unless he/she resides within the area served by the school district and is able to furnish a permanent address within the District's boundaries or permanently resides in the Eastview area in the City of Rancho Palos Verdes. In the case of a minor, residence for school attendance purposes is defined as the residence of the parent or legal guardian (Welfare and Institutions Code Section 17.1).

The only exceptions to the residence requirement are the following, which must be accompanied by a release from the district of residence. (Reference: Board Policy 5111.12):

- (1) A student whose parent(s)/guardian(s) are purchasing a home within the school district which they will occupy and which currently is in escrow (generally 6-8 weeks);
- (2) A student whose parent(s)/guardian(s) will be leasing a home within the school district which is currently under construction and which they will occupy;
- (3) A student whose parent(s)/legal guardian(s) will be leasing a home/apartment within the school district within an approximate six-week period.
- (4) A student in good standing and who makes an out-of-district move during the second semester and wishes to complete that particular school year;
- (5) A student in good standing who makes an out-of-district move during the fifth, eighth, or twelfth grade year;
- (6) A student who is the son/daughter of an employee of the district. In any such case, it shall be understood that the student shall have a one-time choice of school at a given level and that permission to attend school in the district shall not, unless the student will be completing his fifth, eighth, or twelfth grade year, extend beyond the end of the school year in which the parent is last employed by the district;
- (7) A currently enrolled student admitted under the parent employment provision of Board Policy 5111.12, subject to space availability.
- (8) A student previously accepted for enrollment at Cornerstone at Pedregal School who wishes to attend/continue in that program through the fifth grade.

Verification of residence is required. The following may be submitted but do not necessarily constitute prima facie proof of residence or that a pupil is living within the boundaries of the school district:

- | | | |
|--|--------------------------|--|
| (1) Rent receipts/letter from property manager | (4) Driver's license | (7) Written documentation supplied |
| (2) Utility bills (gas and/or electric) | (5) Vehicle registration | by an escrow company (letter from escrow |
| (3) Voter registration certificate | (6) Tax receipts | office, etc.). |

If a pupil is living with someone other than his parent or legal guardian, the Declaration of Residency and Responsibility form (F-1600) must be completed in the presence of the parent/legal guardian and the school principal or his/her administrative designee. In cases where the student is living with his/her parent/guardian in the home of another resident adult, the residency affidavit must be co-signed by the parent/guardian and the property owner of record.

Residence information will be verified. Should it be determined that residence requirements are not being satisfied, the pupil's enrollment shall be terminated immediately, with proper notification to the parent/legal guardian.

The parent/legal guardian may be held liable for any costs incurred by the district for educating a student who has been enrolled on the basis of a falsified address or other falsified information.