



ENROLLMENT INFORMATION

SCUSD • ENROLLMENT and ATTENDANCE CENTER

5601 47th Avenue • Sacramento, CA 95824 • (916) 643-2400 • FAX (916) 433-5403 • www.scusd.edu/enrollment-center-k-12

ENROLLMENT REGISTRATION FOR YOUR NEIGHBORHOOD SCHOOL IS CURRENTLY AVAILABLE ONLINE

Online or drop-off, please make sure you submit all required documents to avoid delay.

If application was submitted to the Enrollment Center, a technician will contact you in the order it was received.

ENROLL ONLINE K-12 FOR THE 2020-21 SCHOOL YEAR

<https://www.scusd.edu/form/2020-2021-student-registration-form>

SELF-SERVE LOBBY AT THE ENROLLMENT CENTER

Monday through Friday; 8am-1pm

You can pick-up and drop-off an application. There is a **drop box** to submit the application.

Completed applications are picked up on Fridays to be processed. There is **no face-to-face** service available at this time.

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.

THE FOLLOWING DOCUMENTS ARE REQUIRED TO COMPLETE ENROLLMENT TO THE DISTRICT

1. **Photo Identification**-State Issued I.D., or other photo identification (*Work Badge, Passport, Student I.D., Costco card*)
2. **Address Verification**-Name on I.D. must match name on bill issued within 30 days. Bring one (1) *or other options listed under (Ed. Code 48204.1)*:
 - a. Current Utility Bill – SMUD, PG&E or WATER
 - b. Current Mortgage Statement
 - c. Current Property Tax Bill
 - d. Current Rental/Lease Agreement with landlord’s information and signature (If lease is older than one (1) year OR is a month-to-month, the current month’s rent receipt is required)
 - e. Current Voter Registration. Voter Election Guides/Voting Ballots NOT Accepted
 - f. Current Government Agency Letter on official letterhead
 - g. 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 shot is required for grades 7th-12th. Both 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 I.D.** (*types listed above*) of parent/legal guardian or education rights holder.
2. **One (1) address verification** listed above. **NAME ON I.D. MUST MATCH NAME ON ADDRESS VERIFICATION.** 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 or educational rights holder and **DO NOT** have an address verification in your name, you **MUST BRING ALL OF THE FOLLOWING:**

1. **Declaration of Residency (DOR)** completed & signed by you and the bill holder whose name is on the address verification.
2. A copy of the **Photo I.D. (types listed above)** of the bill holder who’s correct same name is on the address verification.
3. A copy or original of **one (1) address verification** listed above with the same name on the bill holder’s I.D.
NAME ON I.D. MUST MATCH NAME ON ADDRESS VERIFICATION. Must be current within 30 days of issued date.

IF A STUDENT IS HOMELESS

Please contact the Enrollment and Attendance Center or the district's **Homeless Program Coordinator** at 916-277-6892 for important enrollment information and see the "**Summary of Rights for Homeless Students**" flyer.

If you have further questions, please 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>.