



## REGISTRATION PROCEDURES FOR INCOMING 9<sup>TH</sup> GRADE STUDENTS

FREMONT UNION HIGH SCHOOL DISTRICT - ENROLLMENT AND RESIDENCY OFFICE

589 West Fremont Avenue · Sunnyvale, CA 94087 · (408) 522-2266

2019-2020

School  
Year

In January of 2019, all incoming 9<sup>th</sup> Grade parents/guardians of students in the Fremont Union High School District will be required to verify District residency before registering for next year's classes.

**This year, the District will be requiring all parents to use an online registration tool (no paper forms).** Please complete the **New Student Registration** process online at [www.fuhisd.org/online-registration](http://www.fuhisd.org/online-registration) starting **Jan. 7, 2019** and bring the **Registration Number** to Residency Verification at your home high school.

**A student can have only one residence for establishing residency and must live with a parent or legal guardian. PO Boxes will not be accepted for residency purposes.** All documents used for residency must be **CURRENT & ORIGINAL!** Please bring a **COPY** of all required documents to Residency Verification.

### YOU MUST COMPLETE THE ONLINE REGISTRATION AND PROVIDE THE SIX DOCUMENTS LISTED BELOW

**1. The completed FUHSD Residency Declaration Form**

**2. Parent's Picture ID - one from the following list:**

- California State Driver's License or California State ID Card
- Valid Passport or Consulate Issued Picture ID

**3. Residency Document #1 - one from the following list:**

- Valid vehicle registration (title documents do not meet residency requirements)
- Current (2018) W-2 Tax forms
- Current paycheck - employer & employee's name and address must be imprinted on the check

**4. Residency Document #2 - one from the following list:**

- Original 2018-19 Property Tax Bill with parent name and property address
- Tenant's copy of Rental or Lease agreement with parent name, student name, and address, as well as manager or owner's name and phone number

**5. Residency Document #3 -**

- Pacific Gas & Electric (PG&E) Bill or statement mailed to your residence with parent name & address - We will accept e-bill online printout or PG&E account confirmation.

*If your rental agreement states that utilities (PG&E) are included, then one of the following can be used:*

- Monthly Bank statement mailed to your residence with parent name and address
- Monthly Cable Bill mailed to your residence with parent name and address

**6. Birth Certificate** - The state requires a birth document that verifies the student's legal name, birth date, and birthplace. This may be a birth certificate, baptismal or naming ceremony certificate or other official birth record. If a birth document is not currently available in English, a passport may be used temporarily until the proper documentation can be secured and provided to the Enrollment and Residency Office.

### SPECIAL CIRCUMSTANCES

If you are unable to provide any of the above required documents, then you must go to the Enrollment and Residency Office and meet with a Residency Official to discuss your options.

***Any student who fails to complete the process by March 22, 2019 will be deemed to have moved outside District boundaries and will be dis-enrolled.***

**Spanish and Chinese assistance are available at the Enrollment & Residency Office.**