



## WISEBURN UNIFIED SCHOOL DISTRICT

201 N. Douglas Street, El Segundo, CA 90245

### HOW TO REGISTER YOUR CHILD FOR SCHOOL

Welcome to Wiseburn! Registration is a two-step process that begins at the school office on or after April 1, 2019. Registration must be done by the parent or guardian of the student and not by friends or other relatives.

#### What to Bring

##### 1) Proof of Residency:

- Fill out our Residency Verification Form
- Rental Agreements or Escrow papers (or property tax or Mortgage statement) showing ownership of the parent's house located within District boundaries
- Two current utility bills (water, gas, electric, waste) and one phone/cable/internet bill

##### 2) For Enrollment:

- Original Birth Certificate (student must be 5 years old on or before September 1, 2019)\*\*
- A valid California Driver's License or California I.D. Card
- Written evidence of the following required immunizations:
  - 4 doses of DPT (Diphtheria, Pertussis, Tetanus) – 4 doses must be after age four
  - 3 doses of Polio – 3<sup>rd</sup> dose must be after age four, or 4 doses are needed
  - 2 doses of MMR (Measles, Mumps, Rubella) – must be given on or after 1<sup>st</sup> birthday
  - 3 doses of Hepatitis B
  - 2 doses of Varicella (chicken pox) or written proof from medical provider that child had disease

At the time of registration, you will be given a School Entry Physical and Oral Dental Form. This should be completed by your medical practitioner and dentist and returned to the school by October 1, 2019.

\*\*For children whose birthdays fall between 9/2/19 – 12/2/19, a Transitional Kindergarten class (TEDDE), is available. Residents may register for TEDDE class during Registration Roundup. For children who are too young to qualify for Kindergarten or Transitional Kindergarten in Fall 2019, pre-kindergarten classes are offered by the Wiseburn Child Development Center (parent fee).

#### What to Expect at Registration

- Secretary will verify proof of residency and copy necessary documents
- Health Clerk will check immunization record and make note of immunizations your child MUST have prior to starting school.
- You will be asked to fill out Registration Form, Residency Verification Form, and Student Health History on site the day you register.
- If your child is going into Kindergarten, you will sign up for a test date and time for the Kindergarten Assessment. Assessment will take place week of June 17, 2019.

#### What Happens Next?

- You will receive an email from School Messenger within a week from the day you register asking you to fill out initial On-Line Registration Forms. These must be done prior to the start of school.
- In the middle of August, you will be sent another email with additional on-line forms that also need to be completed **BEFORE** the first day of school or your child will not be placed in a class.
- On August 26, 2019 Cabrillo PTA will host School Year's Eve from 5:00 p.m. to 6:30 p.m. You can view your child's class placement at that time inside the PAC. You will also be able to purchase Cabrillo Spiritwear, Earthquake Kits, Ice Cream Punch Cards and PTA Memberships.



# Wiseburn Unified School District

## RESIDENCE ENROLLMENT REQUIREMENTS

To enroll your child in the Wiseburn Unified School District, please fill out the Residency Verification Affidavit Form and provide the following documents to the school site. Enrollment is not complete until all information below is received. (**Originals only, no copies**)

### Proof of Residency

#### ✓ **For Homeowner:**

- 1) Title of Property, or most recent Property Tax Bill, or a recent monthly Mortgage Statement;
- 2) A Valid California **Driver's License** or California Identification Card **showing current home address (where you reside); and**
- 3) **Two (2) utility receipts and one (1) current cable or phone/cell receipt** with current address.

#### ✓ **For Renter:**

- 1) Original rental/lease agreement with signatures of tenant and landlord **AND** current payment receipt. Rental/lease agreement must contain the name of the parent(s)/legal guardian(s) and the name of the child(ren) who reside at the property;
- 2) A Valid California **Driver's License** or California Identification Card **showing current home address (where you reside); and**
- 3) **Two (2) utility receipts and one (1) current cable or phone/cell receipt** with current address.

### List of Acceptable Utility Receipts:

- **Current Electric bill** (both parts, top & bottom) or verification of electrical service connection. \*\*
- **Current Southern California Gas bill** (both parts, top & bottom) or verification of gas service connection. \*\*
- **Current Water (both parts, top & bottom) or verification of water service connection.** \*\*
- **Current Waste Management Bill (both parts, top & bottom)**
- **Current Phone/Cell Bill** (both parts, top & bottom)
- **Current Cable bill** (both parts, top & bottom)

**If you are a renter** and do not pay utilities because it is included in the rent, we will need a letter from the lessor and/or a copy of the rental agreement stating that utilities are included in the rent **and you must** also provide **three (3)** of the following:

- **Current Bank Statement, Credit Card, Physician, Auto or Life Insurance Bill, or DMV Car Registration**
- **Current Payroll Stub** (both name and address must appear on payroll stub)
- **Current Government mail such as CalWORKs, Social Security, or W2 Form**

\*\* **Note:** In the event a utility service connection is used as proof of residency, then a utility bill (both parts) must be provided within 45 days to assure continued enrollment. (**Home visitations are normally made during the first six months of attendance**).