

HOW TO REGISTER YOUR CHILD FOR SCHOOL

Welcome to Richard Henry Dana Middle School! Registration is a two-step process that begins at the school office on or after March 30th, 2020. 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 residence within the Wiseburn School District.
- Two current utility bills (water, gas, electric, waste) **AND** one phone/cable/internet bill.

2) Enrollment

- *Original* Birth Certificate
- A valid California Driver's License or California I.D. Card
- Most recent Report Card and State Test Results
- Written evidence of the following required immunizations (more information available on www.shotsforschool.org) :
 - 5 doses of DPT (Diphtheria, Pertussis, Tetanus) *****Incoming 7th & 8th Graders MUST have 5th dose*****
 - 3 doses of Polio – 3rd dose must be after age four, or 4 doses are needed
 - 2 doses of MMR (Measles, Mumps, Rubella)
 - 3 doses of Hepatitis B
 - 2 doses of Varicella (chicken pox) or written proof from medical provider that child had disease

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 the Registration Form, Residency Verification Form, and Student Health History on site the day you register.

What Happens Next?

- You will receive an email from School Mint (email and/or text message) within a week from the day you register asking you to fill out initial On Line Registration forms. Please do so as soon as possible.
- 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.
- Class Schedules will be posted the first day of school in the morning outside of the Library

Please contact the office at any time with additional questions; 310-725-4700 extension 4100