

HOW TO REGISTER YOUR CHILD FOR MIDDLE SCHOOL

Welcome to Richard Henry Dana Middle School! Registration is a one-step process that begins on or after February 1, 2021. **Registration must be done by the parent or guardian of the student and not by friends or other relatives.**

Where to Register?

- Log onto <https://wiseburn.schoolmint.net/> to begin your child's enrollment process.
- This process is easiest if you have all required documents photocopied and ready to be uploaded before starting the application.
- Unfortunately, incomplete applications cannot be processed and will be removed after 30 days.

Required Documents to Upload

1) Proof of Residency:

- Residency Document 1 of 2: Upload one of the required documents from the list below:
 - **For Homeowner** - Title of Property, or recent Property Tax Bill, or a recent monthly Mortgage Statement
 - **For Rental/Lease** - Original rental/lease agreement with signatures of tenant and landlord. 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.
- Residency Document 2 of 2: Also provide **one additional** residency documents from the following list:
 - Utility service contract, statement or payment receipt received or postmarked within the last 45 days
 - Pay stub with legal name and current address issued within the last 45 days
 - Correspondence from a government agency issued, received, or postmarked within the last 45 days

2) For Enrollment:

- Valid California Driver's License **or** California ID **or** Consulate ID **or** Passport (with photo) (required)
 - a. Showing current home address (where you reside).
- Child's Birth Certificate (required)
- Child's Immunization Record (not required)
 - a. Immunization records must be received by the school prior to the student attending, if you have a copy of your student's immunization record, please upload it now. If you do not have a copy and need additional time to follow up with your medical provider, no upload is required at this time. However, a copy must be received before your student attends their first day of school.

What Happens Next?

- Once your documents have been verified, you will receive an email with an offer to attend Dana Middle School. If you are missing documents, the secretary will follow up with you to let you know what needs to be uploaded before an offer can be made.
- If an offer is made, then you need to accept the offer. You then will be sent initial online registration forms. Complete these forms as soon as possible.
- In the middle of August, you will be sent another email with additional online forms that also need to be completed BEFORE the first day of school or your child will not be placed in a class.

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