
HOW TO REGISTER YOUR CHILD FOR MIDDLE SCHOOL

Welcome to Richard Henry Dana Middle School! **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: 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 – submit all pages of the rental/lease agreement both names and signatures of parent/guardian and manager/owner on the agreement as well as manager/owner's name and current phone number. The agreement must also include the child(ren) who reside at the property. Wiseburn may contact the management company/owner of the property to verify residency.
- Residency Document: Also provide **two additional** residency documents from the following list below:
 - Utility bills (Gas, Electric, or Water) or verification of connection – (received or postmarked within the last 30 days)
 - Current Cable or Internet Bill (received or postmarked within the last 30 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
