

# TRANSITIONAL KINDERGARTEN ENROLLMENT STEPS

## ❖ Online Pre-Enrollment

Go to: <https://www.venturausd.org/>

1. In the blue banner, Click **ENROLLMENT**
2. Click **NEW STUDENT ENROLLMENT**
3. Scroll down to the first section “How Do I Enroll?” and click [pre-enrollment application](#)
4. On the Pre-Enrollment page, click [Ventura Unified School District](#)
5. If applicable, on the top right of screen you can change the language from English to Spanish
6. At the bottom, click **START A NEW ONLINE REGISTRATION**

Enter your email and create a password.

Pre-Enrollment Summary (Household, Students, Primary Contacts, Emergency contact information).

## ❖ Complete enrollment at the School Site

*Families must contact their school to complete the processes. Print or save a copy or the pre-enrollment form to provide to the school with required documentation.*

- **Verification of Student Birth:** Original Birth Certificate, Passport or Baptismal Certificate/Affidavit. Originals will be returned after verification.
- **Verification of Immunizations:** Each student enrolling for the first time in a district or secondary school, preschool, or child care and development program or, after July 1, 2016, enrolling or advancing to grade 7, shall present an immunization record from any authorized private or public health care provider, certifying that he/she has received all required immunization in accordance with law. Students shall be excluded from

school or exempted from immunization requirements only as allowed by law.

- **Physical Examination (CHDP):** Required for TK/Kindergarten and 1st grade (upon first enrollment). For a copy of the Physical Exam form.
- **Oral Health Assessment:** Only for Transitional Kindergarten and Kindergarten. For Oral Health Assessment form
- **Proof of Residency:** Two proofs of residency are required. Residency documents must be in the parent/guardian's name and must be dated within 30 days. If unable to provide proof of residency contact Student Support Services. For a list of acceptable documents
- **Parent Driver's License or other Picture ID:** Guardianship documents are needed if you are the guardian of the student being enrolled. If you do not have guardianship paperwork and are the caregiver for the student, you must complete a Caregiver's Authorization Affidavit. The Caregiver's Authorization is available in the Student Support Services Department at the Education Service Center.
- **Legal/Court Documents including Custody Orders (if applicable):** Provide any legal court orders including guardianship/custody documents, care affidavit, foster placement paperwork, restraining orders, power of attorney... etc. Be prepared to show original current court documents to the school office personnel. Custody issues can only be enforced by the school if the custody documents are on file with the school.
- **Special Education:** If your student has an IEP (Individualized Education Plan) or 504 Plan, please submit a copy with registration.
- **GATE:** If your student has been identified as Gifted and Talented at a previous school please provide a copy of test results.

**The registration, enrollment, and documentation verification processes are not complete until finalized by the school.**

You must contact your school to validate necessary paperwork, provide any necessary documentation and complete the processes. Print or save a copy of the Online Registration Form to provide to the school with required documentation.