



# Redlands Unified School District

## Business Services Division ~ Enrollment Center

7. W. Delaware Avenue – Redlands, CA 92374 – (909) 307-2470 – Fax (909) 307-2471

### New Elementary, Middle, and High School Registration

Transitions through 12<sup>th</sup> grade students who live in the District with their families may be registered by birth parent or legal guardian. **Registrations are accepted 7:30 a.m. to 3:30 p.m. at the Enrollment Center.** Please use the checklist below to gather all required enrollment documents. Incomplete packets will not be accepted. Registration for 2024-25 begins April 1, 2024. The first day of school is August 7, 2024.

### **REQUIRED DOCUMENTS – PLEASE READ CAREFULLY**

- ☐ 1. **Birth Parent or Court Appointed Guardian** will be asked to show photo identification.
- ☐ 2. **Legal evidence of age:** A certified copy of a birth record or a statement by the local registrar or a county recorder certifying the date of birth; or a baptism certificate duly attested; or a passport; or, when none of the foregoing is obtainable, an affidavit of the parent, guardian, or custodian of the minor; or any other appropriate means of proving the age of your child as prescribed by the District's Board of Education.
- ☐ 3. **Proof of Residency** – documents must be dated within 30 days prior to enrollment: Original gas, electric, city water and/or trash bill showing **"Service"** address in parent's name (if paid online, bring a printed copy); or rental agreement with current rent receipt (not accepted for room rentals); or closing/final escrow papers; or property tax payment receipts; or pay stub; or correspondence from government agency; or voter registration; or Declaration of Residency (see #4 for details); or approved interdistrict attendance permit. Items such as cable and phone bills, driver's license and other DMV documents are not acceptable.
- ☐ 4. **Declaration of Residency:** If parent/guardian and family live **full-time** with another family, parent/guardian and homeowner must complete a "Declaration of Residency" at the Enrollment Center. Homeowner must provide current proof of residence (see #3 above) and Photo ID.  
**Caregiver Affidavit:** If you are a Caregiver, call the Enrollment Center to schedule an appointment before enrolling.
- ☐ 5. **Immunization Record:** Physician documented immunizations as required by California Department of Public Health. Visit the "Shots for School" page on their website, [www.cdph.ca.gov](http://www.cdph.ca.gov), for detailed vaccination requirements.
- ☐ 6. **1<sup>st</sup> Grade:** Report of Health Exam is required and must be submitted at time of enrollment. Exam date must be within eighteen months prior to entry into 1<sup>st</sup> grade. Forms are available at the Enrollment Center or on the District's website.
- ☐ 7. **6<sup>th</sup>-12<sup>th</sup> Grades:** Most recent report card or transcript and, if enrolling during the school year, drop slip showing last day enrolled at previous school. Unofficial transcript required for 12<sup>th</sup> grade.
- ☐ 8. **Accelerated or GATE students:** Submit verification paperwork, test scores, and/or teacher recommendation letters at time of registration.
- ☐ 9. **Special Education (SAI/RSP, SDC, Speech, SH/SDC) and 504s.** If a student is in Special Education or has a 504, please submit his/her most recent IEP, psychological report, and/or 504. Registration of Special Education students without proper documentation will delay placement.

Please review enrollment requirements and fill out online registration and supplemental forms in advance to begin the registration process. **Registrations must be finalized at the Enrollment Center (EC) or via email by EC staff with documents listed above, [enrollment\\_registration@redlands.k12.ca.us](mailto:enrollment_registration@redlands.k12.ca.us).** Please call the EC, (909) 307-2470, if you have questions. Visit [www.redlandsusd.net](http://www.redlandsusd.net) for online registration forms and information such as Grade Level Standards, calendars, etc.