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REGISTRATION GUIDELINES

Registration Hours are from 8:00 A.M. – 3:30 P.M.

To be eligible for Registration, the student must be present in person & accompanied by the parent/guardian

Documents needed to completed Registration:

- ❖ **PHOTO IDENTIFICATION** of parent/legal guardian/caregiver
- ❖ **PROOF OF GUARDIANSHIP-** is required if student is living with someone *other than parent*
 - 1) Caregiver's Affidavit from FUSD Attendance Office: - notarized letters must go through our District Attendance office prior to enrolling- 2011 Fresno Street Fresno CA 93721 Phone: 559-457-3359
 - 2) Foster/ Placement Papers: refer to Project Access
 - 3) Legal Court Documents/orders
- ❖ **PROOF of ADDRESS in PARENTS/GUARDIANS NAME and within the last 30 days**
 - 1) Current utility (PG&E) statement
 - 2) Receipt for utility turn-on
 - 3) Current mortgage statement
 - 4) Current property tax statement
 - 5) Current rent/lease agreement (ON OFFICIAL LETTERHEAD)- cannot be handwritten
- ❖ **PROOF OF AGE:** Birth Certificate OR Passport – **ONLY NEEDED FOR IF NEW TO FUSD**
- ❖ **IMMUNIZATION RECORD-** Must be up to date- **ONLY NEEDED IF NEW TO FUSD OR LEFT FUSD BEFORE 7TH GRADE.**
- ❖ **UNOFFICIAL TRANSCRIPT: GRADES 9–12:** from last school attended (only if coming from a NON-FUSD school)
- ❖ **WITHDRAWAL SLIP WITH WITHDRAWAL GRADES-** if student is transferring during school year- **NEEDED FOR ALL REGISTERING STUDENTS**
- ❖ **SPECIAL EDUCATION Must have a copy of current IEP**
 - 1) **RSP** – Resource Specialist Program
 - 2) **SDC** – Special Day Class. You must first contact the Special Education Department for Special Education placement, 890 S 10th Street Bldg. C Fresno, CA 93702. Please call to schedule an intake 559-457-3220

Withdrawal Guidelines

Only a students' parent or legal guardian can withdraw a student. This must be done in person.

Documents/Items needed to withdraw:

- ❖ **Photo Identification** -of parent or legal guardian/caregiver
- ❖ **Any textbook/library book and district issued laptop need to be returned-** if leaving the district only
- ❖ **Complete a Withdrawal Request Form**

Once completed, parents will be given a packet with all school documents needed to enroll students at new school.

Current and former students in need of transcripts

Current/active students in need of transcripts can request them from the Registrar via email:

Lisandra.Hernandez@fresnounified.org

Alumni and former students can request their transcript and records from the district Student Records office through Scriborder: <https://fresnoused.scriborder.com/>

We understand there may be special circumstances when it comes to registering or withdrawing a student. Please feel free to contact the Registration office to speak to us directly, we are here to help.