

Enrollment Checklist

- ☐ Enrollment form completed
- ☐ Records Request/Release of Info (signed by parent)
- ☐ Copy of birth certificate (or other verification of birth)
- ☐ Immunization record
- ☐ Transcript/grades (most recent)
- ☐ Proof of Residency
 - Utility bill (for students who reside in Simi Valley) *or*
 - Interdistrict Permit (for students who live outside of Simi Valley)



SIMI VALLEY UNIFIED SCHOOL DISTRICT ENROLLMENT FORM

(PLEASE DO NOT WRITE OR TYPE IN SHADED AREAS)

BC _____
UB/IDT _____
IMM _____
RR _____

Student ID

School

--	--

Sp. Ed. Code

--	--	--

Entry Date

--	--	--	--	--	--

Student Information (PLEASE PRINT)

Legal Last Name _____ Suffix _____ (Jr., Sr., etc.)

Legal First Name _____ Legal Middle Name _____

☐ Male ☐ Female ☐ Non-Binary Grade _____ Age _____ Birth Date ____/____/____

Birth City _____ Birth State _____ Birth Country _____

Primary Residence

Street Address _____ Unit # _____ City _____ State _____ Zip _____

Mailing Address (if different than primary residence)

Street Address or P.O. Box _____ Unit # _____ City _____ State _____ Zip _____

Student Mobile Phone # (_____) _____ - _____
(If applicable)

Parent/Guardian _____ Primary Telephone (_____) _____ - _____

Is the student's ethnicity Hispanic/Latino?

☐ Yes
☐ No

The above part of the question is about ethnicity, not race. *No matter what you selected above, please answer the section to the right* by marking one or more boxes to indicate what you consider the student's race to be.

What is the student's Race? (Please check all that apply)

☐ Alaskan / Native American

☐ Black / African American

☐ Caucasian / White

Asian

- ☐ Chinese
☐ Japanese
☐ Korean
☐ Vietnamese
☐ Asian Indian
☐ Laotian
☐ Cambodian
☐ Other Asian
☐ Filipino
☐ Hmong

Pacific Islander

- ☐ Hawaiian
☐ Guamanian
☐ Samoan
☐ Tahitian
☐ Other Pacific Islander

Student's Communication Language: ☐ English or ☐ Spanish
(CorrLng)

Has your child attended SVUSD schools previously? ☐ No ☐ Yes Date: ____/____/____

LAST SCHOOL STUDENT ATTENDED:

School Name _____ Phone: (____) ____ - ____

School Address _____ City: _____ State: ____ Zip: _____

HAS YOUR CHILD EVER BEEN EXPELLED FROM ANY SCHOOL OR SCHOOL DISTRICT? ☐ No ☐ Yes

School/District Name: _____ Date(s) of Expulsion: _____

Note: California Education Code 48915.1 requires disclosure of prior expulsions when enrolling in a new school district. This information is used solely to ensure appropriate educational placement and support for your child.

District Enter Date: ____/____/____

School Enter Date: ____/____/____

Home Language Survey: The California Education Code contains legal requirements which direct schools to assess the English language proficiency of students. The process begins with determining the language(s) spoken in the home of each student. The responses to the home language survey will assist in determining if a student's proficiency in English should be tested. This information is essential in order for the school to provide adequate instructional programs and services.

(Please indicate only one language per line):

1. Which language did your child learn when he/she **first** began to talk?

_____ (First)

2. What language do you use **most frequently** to speak to your child?

_____ (Primary)

3. What language does your child **most frequently** use at home?

_____ (at Home)

4. What language **is most often spoken by adults** in the home?

_____ (by Adults)

Date student first attended any public school in the U.S. ____/____/____

Date student first attended any public school in California ____/____/____

Residence: Where is your child/family currently living?

Please check appropriate box:

- ☐ In a single family permanent residence (house, apt., condo, mobile home)
☐ Doubled-Up (sharing housing with other families/individuals due to economic hardship or loss)
☐ In a shelter or transitional housing program
☐ In a motel/hotel
☐ Unsheltered (car/campsite)
☐ Other (please specify): _____

SPECIAL PROGRAMS:

Special Education

Has your child qualified for a Special Education Program? ☐ No ☐ Yes If yes, please provide a copy of the IEP

(☐ Resource (RSP) ☐ Special Day Class (SDC) ☐ Speech/Language)

504 Plan

Does your child have a 504 Plan? ☐ No ☐ Yes: If yes, please provide a copy of the 504 Plan

G.A.T.E.

Has your child qualified for the G.A.T.E.(Gifted) Program? ☐ No ☐ Yes

SIBLINGS:

			Birth Date	Name of Current School
			____/____/____	
Last	First	Middle	mo./day/year	
			____/____/____	
Last	First	Middle	mo./day/year	
			____/____/____	
Last	First	Middle	mo./day/year	
			____/____/____	
Last	First	Middle	mo./day/year	
			____/____/____	
Last	First	Middle	mo./day/year	

Student Guardianship Status: ☐ Parent/Legal Guardian ☐ Foster Family ☐ Licensed Children's Inst.
☐ Foreign Exchange ☐ Other: _____

If a custody agreement exists, it is the responsibility of the Parents/Legal Guardians to provide the school with a copy of the agreement. In the absence of a legally binding agreement, the Parents/Legal Guardians listed will be presumed to have full and equal custodial rights.

For students in Foster Care or LCI Placement: The student's foster parent or case manager must supply a copy of the Court Findings and Orders.

PARENT/GUARDIAN:

Parent/Guardian #1:

☐ Mother ☐ Father ☐ Other: _____

Does the student live with this Contact? ☐ Yes ☐ No Communication Language _____

Parent Education: ☐ Graduate Degree or Higher ☐ College Graduate ☐ High School Graduate ☐ Not a High School Graduate ☐ Some College or Associates Degree
(CorrLng)

Name: Last First	Primary Number: () --
Mailing address if different from primary residence:	Work Number: Ext. () --
Street City State Zip	Mobile Number: () --
E-Mail Address: _____	

Parent/Guardian #2:

☐ Mother ☐ Father ☐ Other: _____

Does the student live with this Contact? ☐ Yes ☐ No Communication Language _____

Parent Education: ☐ Graduate Degree or Higher ☐ College Graduate ☐ High School Graduate ☐ Not a High School Graduate ☐ Some College or Associates Degree
(CorrLng)

Name: Last First	Primary Number: () --
Mailing address if different from primary residence:	Work Number: Ext. () --
Street City State Zip	Mobile Number: () --
E-Mail Address: _____	

EMERGENCY CONTACTS:

Emergency Contact #1

Type: ☐ Relative _____ (relationship to student)

☐ Friend ☐ Babysitter ☐ Other: _____

Name: Last First	Primary Number: () --
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Emergency Contact #2

Type: ☐ Relative _____ (relationship to student)

☐ Friend ☐ Babysitter ☐ Other: _____

Name: Last First	Primary Number: () --
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Emergency Contact #3

Type: ☐ Relative _____ (relationship to student)

☐ Friend ☐ Babysitter ☐ Other: _____

Name: Last First	Primary Number: () --
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Student Medical History

Student Name: _____

Student Id: _____

No on-going health problems or concerns: ☐

Please mark boxes and specify as needed:	Health Problem(s)	Medication(s) for this Problem	Taken at Home	**Taken at School
☐	Emotional/Mental Health Concerns		☐	☐
☐	ADD/ADHD		☐	☐
☐	Autism Spectrum Disorder		☐	☐
☐	Anaphylaxis/Epi-Pen		☐	☐
	Allergy, nuts ☐ Mild ☐ Moderate ☐ Severe		☐	☐
	Allergy (other) ☐ Mild ☐ Moderate ☐ Severe Specify:		☐	☐
	Asthma ☐ Mild ☐ Moderate ☐ Severe		☐	☐
☐	Neurological Impairment		☐	☐
☐	Respiratory Condition		☐	☐
☐	Diabetes, Type I		☐	☐
☐	Diabetes, Type II		☐	☐
☐	Lactose Intolerance		☐	☐
☐	Cerebral Palsy		☐	☐
☐	Migraine and other headaches		☐	☐
☐	Digestive Problems		☐	☐
☐	Seizures		☐	☐
☐	Immune System Abnormalities		☐	☐
☐	Adverse Drug Reaction		☐	☐
☐	Hearing Concerns		☐	☐
☐	Speech Difficulty		☐	☐
☐	Congenital/Birth Abnormalities		☐	☐
☐	Scoliosis		☐	☐
☐	Heart Disease		☐	☐
☐	Vision Concerns – Glasses/Contacts		☐	☐
☐	Oncology (Cancer) Condition		☐	☐
☐	Organ Transplant		☐	☐
☐	Concussion		☐	☐
Other current health problems:				
List Physical Health Care Needs at School (excluding medications) i.e., wheelchair, G-tube feedings, nebulizer, etc.:				
** For a student to take medication at school during the school day the “Request for Medication to be Taken During School Hours” form must be completed by Physician and parent.				

Signature of Parent/Guardian _____

Date _____



SANTA SUSANA HIGH SCHOOL

3570 Cochran Street
Simi Valley, California 93063
805.520.6800



REQUEST FOR RECORDS

THE STUDENT LISTED BELOW HAS ENROLLED IN OUR SCHOOL:

STUDENT NAME: _____

BIRTHDATE: _____ GRADE LEVEL: _____

Records to be released from:

School name: _____

Address: _____

Phone: _____ Fax: _____

Please send the following records, including a key to your grading/credits system:

- | | |
|---|---|
| ☐ Transcripts – please email unofficial and mail official transcript | ☐ Test scores |
| ☐ Immunization records | ☐ Discipline records |
| ☐ Birth certificate | ☐ Attendance records |
| ☐ Withdrawal form incl. withdrawal grades | ☐ Legal documents regarding custody & educational rights |
| ☐ 504 plan | ☐ IEP/SPED records if applicable |
| ☐ CELDT/ELPAC scores | |

Please send all records requested to the attention of the registrar, Sue Petralia, at:

Mail: Santa Susana High School
3570 Cochran St.
Simi Valley, CA 93063

Email: susan.petralia@simivalleyusd.org

Although we ask for a parent signature, the Federal Family Rights and Privacy Act of 1974, Sections 9931 and 9934, does NOT require the school forwarding pupil records to obtain parent permission to release the records. Transfer of records upon request by another school district (or to a private school) is required under the California Administrative Code Title 5, Section 438. It also stipulates that pupil records shall not be withheld from the requesting district because of any charges or fees owed by the pupil or his parent.

Expulsion from Another District

California Education Code 48915.1 requires that the following question be asked at the time of registration:

Have you previously been expelled or are you currently being considered for expulsion from any school district?

☐ NO ☐ YES If yes, name of school district: _____

Parent/Guardian signature: _____ Date: _____