

# Enrollment & Withdrawals

- **Enrollment, Records, & Withdrawals**

## **ENROLLMENT:**

Please submit an Online Enrollment application  
at: <https://www.lbschools.net/enroll/tk-12-enrollment>.

**If you are new/returning to LBUSD you will need to provide the following documents:**

- Birth Certificate
- Immunizations
- Transcripts
- 2 Proofs of Residence (originals will be requested at time of enrollment)
  - o Property tax payment receipts
  - o Rental property contract, lease or payment receipts
  - o Utility service contract, statement or payment receipts
  - o Pay stubs
  - o Voter registration
  - o Correspondence from a government agency

For Enrollment Questions please

Elisabet Cortez @ [evillarruelcortez@lbschools.net](mailto:evillarruelcortez@lbschools.net)

**Please include in the email the following information:**

- |                               |                        |
|-------------------------------|------------------------|
| • <b>Parent/Guardian Name</b> | • <b>Phone Number</b>  |
| • <b>Address</b>              | • <b>Students Name</b> |
| • <b>Grade</b>                | • <b>Your Question</b> |

## **RECORDS REQUESTS & TRANSCRIPTS:**

Records requests from other high schools, please email Elisabet Cortez at [evillarruelcortez@lbschools.net](mailto:evillarruelcortez@lbschools.net) to request student records.

Records requests/education verification for prior graduates, please contact our Records Management Department at (562)997-8000 ext. 2401824 or visit the link below for more information.

<https://www.lbschools.net/departments/records-management/home>

Current and prior graduates (2010-current) may request their transcript through Parchment using the link below. Use the dropdown to select “Lakewood” as your school. (Please note that we do not provide copies of diplomas. Your transcript can be used to show proof of graduation.)

<https://www.lbschools.net/students/transcripts>

## **WITHDRAWALS:**

If you are wishing to withdraw from Lakewood, please bring the following items with you:

- All checked out Textbooks and/or Chromebook
- Proof of Enrollment at New School

Our district requires that we receive proof of acceptance from the new school before we can release. This could be correspondence between you and the new school about enrollment, a letter of acceptance, or possibly request for records from the new school.

For Withdraw Questions please email Elisabet Cortez at [evillarruelcortez@lbschools.net](mailto:evillarruelcortez@lbschools.net)