



# Enrollment Requirements

855 Lenzen Avenue, San José, CA 95126  
Phone (408) 535-6412 | Email: [Enrollment@sjusd.org](mailto:Enrollment@sjusd.org)

Online application: [go.sjusd.org/enrollonline](http://go.sjusd.org/enrollonline)

Application #: \_\_\_\_\_

**Please bring/upload all required documents. For questions, contact the Enrollment Center**

## Student Required documents (bring/upload all applicable records in this list)

- **Child’s age verification:** Birth Certificate, Passport, Baptism/Hospital Certificate, Immigration documentation
- **Immunization Records:** Provided by a physician, translated into English and provided by physician
- **Tuberculosis (TB) Clearance:** TB test or TB Risk Assessment dated within the past 12 months
- **School Records:** From previous school if enrolling from a school outside of San José Unified.
  - Transcript
  - Report Card
  - Withdrawal
  - Expelled/Suspended
- **IEP (Individualized Education Plan) or 504 Plan:** as applicable

## Parents/Guardian/Caregiver Required documents (bring/upload all applicable records in this list)

- **Parent’s identity verification:** Valid Driver License, Passport, Government issued photo ID, Court Order  
*If not a birth parent*, the adult requesting to enroll a student must provide legal guardianship documents either through Court Order, Social Services, Foster Youth Placement, or Notarized guardianship. San José Unified ***does not accept*** Notarized guardianship from parents living within Santa Clara County; **must be done outside of Santa Clara County.**
- **Court Documents:** as applicable (Child’s Custody, Guardianship)
- **Residence verification:** Below are acceptable forms of required documents to complete the verification process.
  1. For purpose of residence verification, the home address is the location where the student(s) sleep each night.
  2. The home must be located within the boundaries of San José Unified and you must live in the home at the time of registration. Lease/Rental Agreements cannot be pre-dated.
  3. PO Box will not be accepted as a mailing address.
  4. The District reserves the right to make home visits to verify residence.
  5. **All residence verification documents must be in Your Name, dated within the past 60 days, unrelated / unrepeatd proofs of address from the list below.**

### **A. You met the Residence Verification Requirements if you provided three (3) documents from the list below.**

- |   |  |
|---|--|
| • Benefits eligibility/Government documents | • Paystubs                                   |
| • Cable/Internet statement                  | • Recent legal Court Order                   |
| • Change of Address postal confirmation     | • Mortgage payment stub                      |
| • Declaration of residency                  | • Property Tax statement                     |
| • Homeowner/Renter’s Insurance              | • Utilities statement (PG&E, San José Water) |
| • Lease or Rental agreement                 | • Voter registration card                    |

### **B. If you do not meet the Residence Verification Requirements in part A, you must provide a total of six (6) documents: (3) documents from list A above (under Homeowner/Renter’s Name) and three (3) from the list below (under Your Name: Parents/Guardian/Caregiver).**

- |   |                                |
|---|--------------------------------|
| • Bank document                             | • Doctor/Hospital bill         |
| • Benefits eligibility/Government documents | • Financial services statement |
| • Car insurance/Car registration            | • Paystubs                     |
| • Cell phone/Landline statement             | • Recent legal Court Order     |
| • Declaration of residency                  | • Voter registration card      |

\*\*\* Assistance is available for families who lack a fixed, regular, and adequate nighttime residence. Please call 408-535-6464 or email [homelessfosterprograms@sjusd.org](mailto:homelessfosterprograms@sjusd.org) to check your eligibility for assistance before submitting address verification documents.

**For Enrollment Center Use only:** Staff: \_\_\_\_\_ Date: \_\_\_\_\_ Notes: \_\_\_\_\_