LINCOLN MIDDLE SCHOOL

New Student Enrollment Procedure

June 2026

Greetings New Lincoln Families!

We are committed to educating, connecting with, and serving our school community.

We are currently on our summer break. You can continue to submit the enrollment online. However, I will not be able to finalize the enrollment until I return to the office on Friday, August 7, 2026.

We will be doing an **ONLINE** enrollment process only. **Walk-ins will not be permitted.**

****You will need a computer and scanner to complete the online enrollment. Online enrollment will not work on a cell phone. Scanned documents will need to be in a PDF format and legible. If you need assistance, please contact** Mike Yoshioka **at** LincolnEnrollment@smmusd.org **or** 310-393-9227 x73559****

In order to begin the online enrollment process, you must first **PROVE RESIDENCY** within the Lincoln Middle School boundaries. We are **ONLY** enrolling families who live within the Lincoln Middle School boundaries. For permits or any other matter, you will need to contact the District Office. Please use the school locator to verify your residence.

School Locator

Please click on the link and enter your address to find your child's home school and location.

- My School Locator

Birthdate Enrollment Guidelines

- Click here for 2026-27 birthdate enrollment guidelines

Permits

If you **DO NOT RESIDE** within the Lincoln Middle School boundaries, you can apply for a permit with the District Office.

Please click this link for information regarding permits

- Permit Information

Once you have verified your residency within the Lincoln Middle School boundaries, you can begin the online enrollment process.

Affidavit of Residency

If you are enrolling via an Affidavit or Residency, **both resident and parent** will need to make an appointment to come in **together** with their proof of residency and to sign the Affidavit of Residency form. Please see below for required documents for proof of residency. Please email Mike Yoshioka **at** LincolnEnrollment@smmusd.org
In the subject line please write "Appointment for Affidavit of Residency".

Required Documents

You will need to scan the following documents. You will be asked to upload these documents during the online enrollment process.

1. Verification of Parent/Guardian Identity. Photocopy of driver's license/ID card/passport.
2. Proof of residency in the Lincoln attendance area. **Please provide entire lease/rental contract including signature page. Utility bill (water/gas/electric) is required unless noted on lease.**
   Please click here for (Documents Required for Verification/Proof of Residency)
3. Verification of your child's birth date with a birth certificate or passport.
4. Submit complete immunization records for all students.
   Please click here for (List of All Immunizations Required)
5. Provide a copy of your child's recent IEP and/or 504 documentations (if applicable)
6. Provide a copy of your child's recent report card or transcript, with exit grades (for mid-year enrollment).
7. Court custody paper (if applicable).

Enrollment Link

Here is the link to begin the online enrollment process.

- Online Enrollment

Please note: You will need a computer and scanner to upload documents. You will need a valid email address. This process should take 20 to 30 minutes to complete. To start registering a new student, click the "Enroll A New Student" button. If you would like to reprint or review students previously enrolled through the online system, click the Login button.

Once you have submitted your application, it will be reviewed. If all the required documents are uploaded, you DO NOT need to make an appointment to come in. If all the information is complete and accurate, you will receive an email confirming the enrollment process has been finalized and accepted. You will then be enrolled at Lincoln Middle School. You will also be sent a link to select the elective class.

Additional Information

1. If you **do not reside** within the Lincoln Middle School boundaries, your application will be **denied**.
2. You will need to fill in all the information **completely**.
3. If you are coming from a different country, **all documents** need to be **translated into English**.
4. If there is any **missing** information, your application will be sent back to you to be completed.
5. Regarding immunizations records, please input **ALL** vaccination dates for every dose.
6. If your child has an **IEP** and/or **504 plan**, in addition to uploading the documents, please **email Mike Yoshioka** at **LincolnEnrollment@smmusd.org** to ensure your documents are reviewed in a timely matter.
7. If you have any questions about immunizations or other health concerns, you may contact our school nurse **Jacqueline Mejia** at **jmejia@smmusd.org**

Upcoming Important Dates

- Get Your Stuff Day for all new families on **Wednesday, August 12, 2026**
- First Day of School on **Thursday, August 20, 2026**

We cannot wait to meet you in person and truly look forward to working with you and your family. Please do not hesitate to contact Mike Yoshioka at LincolnEnrollment@smmusd.org or 310-393-9227 x73559 if you have any questions.
Si necesita ayuda en español por favor contacte Nallely Gutierrez n.gutierrez@smmusd.org