

**SAN JOSE UNIFIED SCHOOL DISTRICT**  
**EDUCATIONAL SERVICES/STUDENT ASSIGNMENT DEPARTMENT**  
**Registration Requirements**

**Original documents are required for enrollment.** Time to enroll is approx. 30-60 min. per student, during non-peak periods. To schedule an appointment check enrollment center's specific phone number below.

**1. Identity of Birth Parent/Guardian Required:** Governmental ID Card e.g., driver's license, State ID....If not a birth parent, the adult requesting to enroll a student into San Jose Unified must provide legal guardianship documentation. If this is not possible, the adult must meet with a Student Assignment Administrator.

**2. Proof of Address:** Three (3) or more different original documents must be provided. Each document, on official letterhead, must be listed in the name of the parent/guardian and be current, i.e. dated within the past 60 days. Escrow papers MUST have an escrow number and an effective date of closure on title company letterhead. The date of closure is considered the moving-in date. Documents with Post Office Box addresses or Internet documents are not acceptable. Examples of acceptable documents are:

- Utilities (PG&E, Water Bill, Garbage Bill)
- Property Tax Document
- Employee Check Stub
- Federal, State or City Document
- DMV: Driver's License Or ID (A brown DMV card not accepted)
- Rental Agency Lease Agreement (**No person to person lease**)
- Telephone Statement
- Direct or Cable Television Statement
- Bank/Credit Card Statement
- Social Service Agency Document

**NOTE:** *The District reserves the right to make home visits in order to verify residence.*

**3. Proof of Birth Date:** An original document, which is dated and stamped, must include one of the birth parent's name, the student's complete full name and the date of birth. The following documents are acceptable: Birth Certificate/Baptism Certificate Passport/Immigration documentation.

**4. Proof of Immunization:** Provide an up-to-date record with all required vaccinations; including the date and signature of health worker who verified record. If new to Santa Clara County, a TB test is required for Gr 1-12 within the past 6 months; for Kinder within past 18 months. **TB test MUST be officially verified within 48 to 72 hours. TB test results must be complete at time of enrollment.**

**5. Proof of Participation in a Special Education Program:** Parents of **Special Education students (RSP/SDC/Speech)** are required to provide an Individualized Educational Plan (IEP) for each identified student.

**6. School Transcripts:** Parents of middle and high school students are asked to provide academic transcripts from previous school.

**7. Transfer Withdrawal:** State law: "A student can not be enrolled in two schools districts within California simultaneously." Request a transfer withdrawal slip from the previous school, this will be used as proof that student is no longer enrolled.

**Enrollment Center: Open for Information: 9am-4pm**

**The last Appointment will take place @ 3:30 pm**

***If an appointment is missed by 10 minutes or more, parent will be required to reschedule a new appointment.***

Burnett Information & Enrollment Center  
110 East Hedding St., San Jose, CA 95112  
Appointment: (408) 535-6412

Erikson Information & Enrollment Center  
4855 Pearl Ave., San Jose, CA 95136  
Appointment: (408) 535-6436