NEEDED PARENT/GUARDIAN DOCUMENTS:

1. Identity of Birth Parent/Guardian: Government Issued Photo ID (e.g., State Driver’s License, Passport, or ID Card)

   NOTE: If not a birth parent, the adult requesting to enroll a student into San José Unified must provide legal guardianship documents either through court order, social services, foster youth placement or a notarized guardianship. SJUSD does not accept guardianship from parents living within Santa Clara County. Notarized guardianship must be done outside of Santa Clara County.

2. Proof of Address: You must live in the home at time of the registration.**(Lease/Rental agreement cannot be pre-dated)

   Home address is the location where the student sleeps each night. Documents with Post Office Box addresses are not acceptable; P.O. Boxes will not be accepted as a mailing address.

   Three (3) or more different original documents from category A or B must be provided. Each original document must be in the name of the parent/guardian and be dated within the past 60 days.

   If you are living/sharing with another family, category C, you are required to bring 3 proof documents from homeowner/renter and 3 proof documents from you (6 total documents). Acceptable documents are listed below in category C.

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

   **Escrow document:** Closing Statement must have an escrow number; closing date; address and parent/guardian name on the title company letterhead. The closing date needs to be scheduled to be closed in 15 days and is considered the move date. You will have 30 days after the close of escrow to provide the remaining proofs of address. Once school begins, escrow will not be accepted until the family moves and lives in the home address.

NEEDED STUDENT DOCUMENTS:


4. Immunization Records: (Records must be provided by a physician and translated into English.)

   Yellow card or print out from physician’s office with the most recent immunization records must be presented at the time of registration. Immunization records from previous school districts are accepted.

   Students entering grades 7-12 must have one (1) dose of Tdap (or DTP/DTaP) on or after the 7th birthday.

   Starting July 1, 2019, a parent or guardian must submit a signed, written statement from a physician (MD or DO) licensed in California. Parents or guardians of students in any school will no longer be allowed to submit a personal beliefs/religious beliefs exemption to a currently required vaccine. For more detail visit [https://www.shotsforschool.org/laws/exemptions](https://www.shotsforschool.org/laws/exemptions).

5. Tuberculosis (TB) Requirements:

   If coming from another school within Santa Clara County an older TB test result or assessment will be accepted and must be presented at the time of registration.

   Students who are enrolling for the first time to Transitional Kinder/Kindergarten or transferring at any grade level from outside of Santa Clara County must have a valid TB test or assessment dated within the past 12 months at the time of registration.

6. Special Education Program: Parents of Special Education students (RSP/SDC/Speech) are required to provide an Individualized Educational Plan (IEP) for each identified student.

7. School Transcripts: Parents of high school students are required to provide academic transcripts from previous school.

8. Transfer Withdrawal: By CA State law, “A student cannot be enrolled in two school districts within California simultaneously.”

   A transfer withdrawal slip from the previous school is required; this will be used as proof that student is no longer enrolled.

The Enrollment Center DOES NOT keep copies of your documents. Please make sure you bring all required documents with your enrollment packet including the copies made while you were at the Enrollment Center.