



## PART I: STUDENT ENROLLMENT FORM Enrollment Instructions

Several items are required to enroll your child in California public schools. Proof of citizenship is **not** required for enrollment purposes.

The following is required for enrollment in an Elk Grove Unified School District (EGUSD) school.

Completed enrollment forms will be accepted at your resident/boundary school during regular school hours. When returning the completed enrollment form, you must bring the following items with you as required by California Education Code, Sections 48000-48070.6:

- Age and legal name verification - **ONE** of the following:
  - Birth certificate
  - Other reliable document (e.g., passport, duly attested baptismal certificate, or other means prescribed by the Board [see EGUSD AR 5111])
- Immunization records (see Immunization Requirement Sheet in Part III of this packet)
- Parent or guardian photo ID
- Withdrawal grades/unofficial transcript (if applicable)
- Current proof of residence within the district (*Note: must be a street address; P.O. Box is not acceptable*) consisting of any **ONE** of the following with the present address and the name of the parent or legal guardian listed:
  - Property tax payment receipts
  - Mortgage statement, rental property contract, or lease agreement
  - Current utility service (e.g., PG&E, SMUD, water, garbage, sewer) contract, statement, or payment receipt
  - Rental property payment receipt
  - Parent or guardian's recent pay stub
  - Voter registration
  - Correspondence from a government agency (e.g., documentation from the Department of Human Assistance, court, documents, motor vehicle registration, driver's license).

### **Exceptions:**

Any homeless or foster youth must be enrolled regardless of proof of residency. Support for families and schools is available through the District Liaison at 916-686-7568.

There are unique residency requirements for children whose parents are on active military duty and whose parents were residents of the state and departed the state against their will. Support for families and schools in this situation is available through the Student Supports and Health Services Department at (916) 686-7568.

---

**Court Orders:**

- If you are registering your child and have a current court order in place stipulating child custody, **please provide the court order to the school site.**
- 

**Additional Documents (as applicable)**

Most forms below are available on the EGUSD website at <http://www.egusd.net/students-families/egusd-forms/>.

**Affidavit of Non-Permanent Residence Form (available for download on the EGUSD website):**

- Parent/Guardian and legal resident must complete and submit to the school **if:**
  - Your family does not have a permanent home and is living with a legal resident within the school's boundary, **or**
  - Your family rents a room from a legal resident within the school's boundary.

**Caregiver's Authorization Affidavit (available for download on the EGUSD website):**

- Qualified relative must complete and submit to the school **if:**
    - You are over the age of 18, **and** are a qualified relative as listed on the form,
    - You take care of a child who lives in your home, **but**
    - You do not have a court order that gives you custody of the child.
- 

**Intradistrict Transfer Request (available at your home school office):**

If you are requesting to attend an Elk Grove Unified school which is located outside your home school attendance area, you **must enroll at your home school site** and submit the transfer request to the home school according to the intradistrict process guidelines. The home school will begin accepting completed intradistrict transfer requests for review and approval starting in April.

*Note: Intradistrict transfers are subject to eligibility requirements based on space availability and childcare.*

**Verification of Child Care Form (available for download on the EGUSD website):**

- Parent/Guardian of K-8 students must complete and submit **if:**
    - Your child is receiving before and/or after school care in a private home within the school's boundary for a minimum of three days per week. Your private home childcare provider must supply the school site with the documents listed on the form, **or**
    - Your child is enrolled at a before/after school care facility within the school's boundary for a minimum of three days per week. Ask your daycare facility to provide you with proof of registration at the daycare facility and take this to the school.
- 

We look forward to partnering with you and your child's school to help your child grow into a happy, healthy, and well-educated individual. The Elk Grove Unified School District welcomes you and your child to our "Community of Learners."

For support with enrollment, visit our website at <http://www.egusd.net/enrollment/> or use the following contacts:

- Elementary (TK-6 Grade): 916-686-7704
- Secondary (7-12 Grade): 916-686-7706