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# GLENDALE UNIFIED SCHOOL DISTRICT

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## Student Support Services

### REQUIREMENTS FOR SECONDARY SCHOOL REGISTRATION

When enrolling a new student, parents/legal guardians must establish residency within the District's attendance boundaries, provide all required immunization and school documents and complete the District's enrollment form.

**A. ACCEPTED VERIFICATION FOR RESIDENCY REQUIREMENTS:**

- **Two (2) original, current utility bills** (City of Glendale, Southern California Edison Company, Telephone (*land line only*), Southern California Gas Company, Cable or any other utility service company) in parent's/legal guardian's name. **OR**
- **Escrow papers plus one (1) utility bill** (City of Glendale, Southern California Edison Company, Telephone (*land line only*), Southern California Gas Company, Cable or any other utility service company) showing a move-in date **AND one opening** utility bill, as soon as possible after move-in date. **OR**
- **Rental agreement plus one (1) utility bill** (City of Glendale, Southern California Edison Company, Telephone (*land line only*), Southern California Gas Company, Cable or any other utility service company).

**NOTE:** *Letters of verification for services may be obtained from any of the providing utility companies, but must be followed-up with the actual bills within the month. Verification will be done by the school.*

**B. ACCEPTED VERIFICATION FOR PROOF OF AGE AND LEGAL NAME:** - The student's legal name must be used on all school documents.

1. Birth Certificate
2. Passport
3. Baptismal Certificate or Official Hospital Record of Birth (document showing doctor's signature)
4. Alien Card
5. Citizenship Certificate
6. School Records (only if transferring from another Glendale school)

**C. EMERGENCY INFORMATION:** - Emergency information is required by law (Education Code, §49408). Please provide all applicable court documents.

- Parents are required to furnish the school with at least one name, address, and telephone number of a relative, friend, and/or neighbor who is authorized to care for the student in case of emergency when the parent cannot be reached. (Two emergency contacts are preferred).

**D. PARENTS LIVING WITH ANOTHER PARTY:** This form is needed *only* if the parents and student are living with another family and the parents do not have utility bills in their name. Required Verification Documents

1. Two current original utility bills In the name of the verified resident.
2. Photo identification \*(driver's license or ID) with current address of both the parent AND the verified resident.
3. Parent's closing utility bills from last address.

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4. One proof of residency such as: welfare form/check, checkbook, credit card bill, magazine, or any type of mail.

**E. CAREGIVER PERMIT:** This form is needed *only* if the student is living with a relative. Report to Student Support Services at the Administration Center for processing.

**F. SPECIAL EDUCATION PARTICIPATION:** Please provide an IEP, if possible, for enrollment.

**G. HEALTH REQUIREMENTS:** Immunizations: written proof of immunizations by either a physician or County Health Department or a copy of school records are required by California State Law before enrollment. Records must show day, month, and year of immunizations.

1. Polio (OPV and/or IPV) - 4 doses, at any age. (For exceptions see Form HS21b)
2. Diphtheria, Tetanus, Pertussis (DPT/DT) - 5 doses, at any age. (For exceptions see Form HS21b). One Tdap booster is required from 7th grade through 12th grade. Anytime after the age of 10.
3. MMR (Measles, Mumps, and Rubella) - 1st dose: on or after first birthday; 2nd dose: required for kindergarten students (before enrollment), and for 7th grade.
4. Hepatitis B - 3 doses: required for kindergarten students (before enrollment). If student is not due for subsequent doses, student may be enrolled.
5. Varicella (chickenpox) - 1 dose required for kindergarten entry and for any student new to California.

***NOTE: Immunizations may be obtained at no cost for children 17 and under at the Glendale Community Health Center, 501 North Glendale Avenue, Glendale, CA 91206, (818) 500-5762.***

**H. COUNSELING REQUIREMENT/SCHOOL RECORDS:**

1. An unofficial copy of previous school transcript for students who have completed at least one semester of 9<sup>th</sup> grade or are in grades 10-12, or last report card for students starting 9<sup>th</sup> grade. Once enrolled, the school will request official copies.
2. If enrolling from outside the United States, an official sealed transcript may be hand delivered, but must be in the original language. The school will forward the official transcript to Student Support Services for translation. Translated transcripts will not be accepted. The student will be placed in the grade, age appropriate until the translation is done at which time any grade adjustments will be made. No student will be placed more than one year ahead or one year behind.
3. If no records are available, student will be placed according to age.
4. Test scores, if available.

**I. SCHOOL ENROLLMENT PACKET (*May vary by school*)**

**J. HOME LANGUAGE SURVEY - Welcome Center (if language other than English is noted on survey).**