

Campbell Union High School District

Student Enrollment Requirements

1. **Parent or court appointed legal guardian must accompany all new students**

A parent must show proof in the form of a government issued ID and appropriate court documents or student birth certificate to prove guardianship. The parent enrolling the student must live in our attendance area.

2. **Proof of residence: One from each category**

I	II	III
A. PGE bill	A. government statement	A. cell phone bill
B. cable bill	B. AFDC payments	B. insurance statement
C. telephone bill	C. food stamp receipt	C. doctors bill or statement
D. water/sewer/garbage bill	D. government issued ID	D. magazine subscription
E. rental agreement	E. tax bill	E. mortgage statement
F. rental insurance	F. W-2	F. bank statement
G. paycheck/pay stub	G. driver's license/DMV	G. escrow documents

***Note: CUHSD reserves the right to make home visits in order to verify residence. Home address is the location where the student sleeps each night. We have the right to substantiate residency at any time.**

3. **Immunizations**

All students must have up to date required immunizations before they can enroll, including the Hepatitis B series and T-dap. A TB skin test is required within the last 12 months if new to Santa Clara County.

4. **Documentation of Birth**

A government issued birth certificate, immigration document, or proof of permanent residence, Green Card, passports are accepted.

5. **Transcripts**

Parents of middle and high school students are asked to provide academic transcripts from previous school. Withdrawal grades from the previous school will be used as proof of non-enrollment at the former school. The withdrawal grades will also be used when selecting classes for the student. The school reserves the right to make final class selection based on need and availability.

6. **Proof of participation in a Special Education Program or 504 Accommodation Plan**

Parents of special education students (RSP/SDC/ED/SAI/Speech) are asked to provide a current and active Individualized Educational Plan (IEP) for each identified student. A parent may also provide a copy of a Psycho-Educational Report or a 504 Accommodation Plan if appropriate. This will assist with placement.

7. **Home Language Survey**

Parent/guardian must complete the Home Language Survey unless the parent/guardian can prove they have completed the HLS at the former school or district.

8. **Emergency Care Card and Registration Card**

Parent/guardian must provide emergency contact information and health care information for the child. If the child will be taking medication on campus, please see the Health Care Clerk (or staff) for appropriate paperwork and requirements.