

New Student Enrollment Checklist

Name _____ Grade _____

If you are new to the Manhattan Beach /Hermosa Beach area and your student(s) will be attending our school for the first time, the following items are required in order to complete the registration process and will need to be brought in to the school office:

(Please bring one copy of each item with the exception of the birth certificate needing 2 copies.)

- 1. New Student Enrollment Checklist
- 2. Online Enrollment Form (You print this at home after completing the online enrollment.)
- 3. Mira Costa's Pre-Enrollment Form
Please download from www.miracostahigh.org –Under “Latest News,” click on “New Student Enrollment.” Form is listed at the bottom of the page in attached pdf items.
- 4. Birth Certificate (Bring in two copies)
- 5. Immunization Record Card
All students entering school are required to have proof of up-to-date immunizations, including chicken pox (varicella), hepatitis B, and pertussis booster (Tdap).
- 6. Parent/Guardian's California Driver's License or ID Card (Bring in one copy)
- 7. Verification of Residence in Manhattan Beach/Hermosa Beach (Bring in copies)
Verification of residence in Manhattan Beach/Hermosa Beach must be established before a child can be enrolled.
Verification of residence in Manhattan Beach/Hermosa Beach requires the following:
 - a. A minimum of three (3) **current** utility bills (**NO PHONE BILLS**) indicating service in the parent's/guardian's name at the Manhattan Beach/Hermosa Beach address. Print outs of electronic statements suffice.
 - b. A copy of the closed escrow paper **OR** grant deed **OR** original lease/rental agreement. (New residents must supply utility bills within 30 days of move-in date.) If you have a lease/rental agreement that includes utilities, you may substitute utility bills with a California driver's license or ID card, bank statement, credit card or car insurance statements.
- 8. Custody Documents (if applicable) (Bring in copies)
- 9. Previous School Records/Grades
An “unofficial” copy of the student's transcript and withdrawal form from the previous high school is required if the student is an incoming 10th – 12th grade student, OR a copy of last report card is required if the student is an incoming 9th grade student. This is required to assist with scheduling.
- 10. Mira Costa's Request for Records Form
Please download from www.miracostahigh.org –Under “Latest News,” click on “New Student Enrollment.” Form is listed at the bottom of the page in attached pdf items.
- 11. Copy of Physical Fitness Testing
Copy of Fitnessgram for new 10th, 11th, 12th grade students coming from another California school.
- 12. Course Planning Sheet (incoming 9th grade only)
Please complete the 9th Grade Course Offering – Planning Sheet if the student is an incoming 9th grade student. Form is listed at the bottom of the page in attached pdf items under “Latest News.”

**Bring all copies
required as
we cannot make
any copies for
you.**

For 10th – 12th grade students: Failure to bring the above items prior to the appointment with the counselor will result in the appointment being cancelled and rescheduled.