

# New Enrollment Checklist

Registration is a two-part process. **Both parts 1 and 2 must be completed prior to a student being considered enrolled in a USD School.** Part I is completed online. When Part I is completed and submitted, then Part II requires guardians to bring the required paperwork (residency proofs, immunization records, age verification document, etc.) to the home school.

## PART 1 - Complete and submit online at [www.unionsd.org](http://www.unionsd.org)

- Registration Permanent Student Record - online
- Health Information - online
- Home Language Survey - online
- Federal & State Data Collection Ethnicity & Race - online

## PART 2 - Bring the following paperwork to your home school

- 3 Proofs of District Residency** (See acceptable proofs list on page 9)
- Verification of Age** (one of the following; no copies)  
*Birth certificate, Certified Birth Record, Valid Passport, Baptismal Certificate*
- Immunization Record** (no copies)  
*All students entering school for the first time must have a TB Test or Risk Assessment Survey as required by the Santa Clara County Public Health Department. Submit the completed forms to the school office. Students MUST have all vaccinations and a valid TB test result or Risk Assessment Survey on file prior to school attendance.*

## Additional Documents - The following may be submitted at a later date

- Oral Health Form - Completed by your Dentist**  
Must be completed by May 31st of student's first year of school. Submit the completed forms to the school office.
- Report of Health Examination for School Entry**  
**KINDERGARTEN STUDENTS** - For new kindergarteners registering for the upcoming school year, the five-year physical examination can be completed anytime within 18 months prior to entering First Grade.

## Registration Acceptance Procedures

**Registration is complete when all online information has been submitted AND all required documentation has been brought to your home school, verified and accepted by a School Administrator. Incomplete documentation will not be accepted.**

During the summer months, registrations will be accepted at the Union School District Office:  
5175 Union Ave., San Jose.

# Administrative Regulation

## Proof of District Residence

ALL students must provide **three (3)** documents as proof of residence.

### 1. One (1) document must be your property ownership papers or your rental agreement:

- Property ownership papers (Grant, Title Deed, Closing statements, Tax bill).
- Rent/Lease agreement showing the name/residence address and contact information for the landlord (name and phone number).

### 2 & 3. The other two (2) documents must be one of the following:

- Current or recent bank statement.
- Current utility bill with name and address printed on the bill showing usage or receipt of payment.
- Government business document which reliably establishes current residence. This cannot be a Driver's License.
- Current auto insurance bill or car registration.

*(If Joint Residency Affidavit is being filed, the parent must provide three (3) proofs from this section.)*

**A USD school administrator or designee may make a home visit to verify residence.**

## Required Affidavits

1. All students must have a completed registration form on file with verification of residency.
2. All students residing with someone other than their legal guardian must have a Caregiver Affidavit on file.
3. If the student's family is residing with another family within the district, a **notarized** AFFIDAVIT FOR VERIFICATION OF JOINT RESIDENCY from the person with whom the parent/guardian is living is required in addition to the above requirements. Parents must provide the three documents of proof of residence as well.

### **For all students enrolling in the Union District, the following guidelines with regard to residency shall apply:**

1. Residency within Union District is required for enrollment in all District schools. All other students must apply for an Interdistrict Transfer from their district of residence.
2. Each student residing with someone other than a parent or legal guardian must have a Caregiver Affidavit on file. The caregiver must also provide three (3) documents as proof of residency.
3. A **post office box is not** a sufficient address. Parents shall also be required to provide a street address and proof of residency within the district. Refer to Acceptable Proof of Residence Documents listed above.
4. No student shall be denied enrollment because he/she is homeless. Acceptable proof of residence in these cases include:
  - a. Social services agency verifying homeless status.
  - b. Hotel or motel receipts from locations within Santa Clara County.
5. Students not providing proof of residency as described above will not be enrolled in USD.
6. If the site principal or his/her designee is unable to verify residence to his/her satisfaction, the matter shall be submitted to the superintendent or designee for determination.