

Enrollment Information and Requirements

To register your child you will be required to provide the following:

1. **Certified Birth Certificate, Hospital Certificate, or Passport**

2. **Address Verification**

One of the following is required:

- a. **Current utility bill (electricity, gas, or water only) – The bill must list the address and the parent's name.**

If the utility account is not under the parent's name, the person who is listed on the bill must come in to the office to sign a Statement of Residence in the presence of the office staff. This person must show a current utility bill and show their current ID.

- b. **Property tax statement**
c. **Fully executed escrow papers (notarized copy)**
d. **Rental agreement including the name of the parent, the address, and contract terms.**
e. **Notarized declaration stating the parent's name and address.**

3. If you reside outside of the Pomona Unified School District boundaries, submit a copy of the **Inter-district Transfer Form** approved by the district in which you reside.

4. **Immunization Records**

Your child's immunization record must show the month and year of each dose of the vaccines as listed on the Guide to Immunizations sheet found in your enrollment packet.

5. **Dental Exam (Kindergarten Requirement*)**

Students entering Kindergarten must have a dental exam performed by a licensed dentist or other licensed or registered dental health professional. To meet the requirement, the exam must have been completed after August 1, 2018. Have the dentist fill out the Dental Exam form and make sure they include the clinic's stamp or seal on the form.

*Students entering **1st grade** must also provide proof of a dental exam only if 1st grade is the student's first year in school.

6. **Physical Exam (1st grade requirement)**

Proof of a physical exam is required to enter 1st Grade. This requirement will be met with a physical exam completed after February 1, 2019. Please have your doctor fill out the Report of Health Examination Form.

7. If your student has received Special Education services, submit copies of the **latest IEP** (Individual Educational Plan).

8. Submit copies of **Court or DCFS paperwork** if the following pertains to your student: Custody Orders, Restraining Orders and/or Foster Home Placement.

9. Bring your student's **withdrawal paperwork** and most current **report card** from his/her last school of attendance.

Please note: Only children who will be 5 years old on or before September 1, 2019 may enroll in Kindergarten.