



# Castro Valley Unified School District

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## New Student Enrollment at Castro Valley Unified School District

New student enrollments are welcome throughout the school year. Our district enrollment process begins with an on-line application and concludes by submitting required documents and proof of residency to the school site. Listed below is an "enrollment checklist" to help organize your enrollment documents and familiarize you with the process.

### STEP 1 – Complete an Online Enrollment Application

If you are enrolling a new student, you must complete this step prior to your meeting with the school office staff.

Begin the process at: <http://enrollment.cv.k12.ca.us>

### STEP 2 – Verification of Residency

You must be a current resident in the CVUSD boundaries and provide proof of residency. Fill out the [CVUSD Statement of Residency Form](#) and submit at the school site with **ALL** of the original required documents:

1. Current **PG&E bill** in your name showing the residence property address (all pages), including service address.
2. A current CA Driver's License / ID Card / passport /military ID for **identification** purposes only.
3. Any **one (1)** of the following current bills:
  - EBMUD bill
  - Waste Management bill
  - DMV vehicle registration or vehicle insurance bill
  - Telephone bill

*If you have special circumstances and are unable to provide any of the residency documentation, please contact the Student Services Dept. for an appointment at 510-537-3000 x1209. Special circumstances may require you to process your residency at the district office.*

### STEP 3 – Call the School Site to Schedule an Enrollment Appointment

Please be sure to bring the following supporting documents with you to finalize your student's enrollment:

1. Enrollment Confirmation (available to print when you complete the [online enrollment application](#))
2. [Residency Verification Form](#) and all of the required original documents
3. Child's birth certificate, or passport, or an affidavit of birth (or baptism certificate, or family Bible, Torah, Koran)
4. Child's immunization records (Tdap required for 7th Grade and above)
5. Kindergarten & 1st Grade: [Health History](#)
6. Kindergarten: [Oral Health Assessment/Waiver Request Form](#) or a dental check done no earlier than 12 months before your child enters school.
7. NEW 10th - 12th Grade students: MUST provide an unofficial transcript. If transferring mid-year (including 9th Grade), bring proof of withdrawal, with transfer grades, from prior school.
8. NEW 9th Grade students at start of the new school year: Provide copy of 8th Grade Report Card
9. NEW 6th, 7th, 8th Grade students: Provide Transcript or Report Cards
10. Current IEP OR Current 504 (if applicable)

Please Note:

Online enrollment will not "hold a spot" for your student in your neighborhood school, and your student will not be considered enrolled, until you have submitted all required documents at the school site.

Many schools and grade levels are impacted by growth and students may not be able to attend their resident school. School assignment will be confirmed upon completion of the enrollment process.

CVUSD is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination, intimidation, harassment and bullying based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Violations of this policy should be reported immediately to the site administrator(s) at District Schools. Inquiries regarding the non-discrimination policies: Director of Student Services, 4400 Alma Avenue, Castro Valley CA 94546, 510-537-3000 x 1257