

CASTRO VALLEY HIGH SCHOOL

19400 Santa Maria Ave • Castro Valley, CA 94546 • Phone: 510-537-5910 • Fax: 510-582-7728

ENROLLMENT INSTRUCTIONS FOR 2017-18 SCHOOL YEAR

NEW STUDENT ENROLLMENT BEGINS April 4, 2017

Welcome and thank you for considering Castro Valley High School as the next step in your student's academic education. The process to enroll your student is described below. Enrollment cannot take place until ALL documents are received, please read carefully. **We will begin enrollment of new students on April 4, 2017.**

STEP ONE (complete this step before coming to the school site):

- Complete Online Enrollment** (2017-18 Online Enrollment **begins on Tuesday April 4, 2017**).

Parent/guardian will need a valid email address in order to create an account and enroll your student. Please refer to the District website at <http://www.cv.k12.ca.us> and click on Enrollments in the Parents Tab located at the top of the page. Or, you may access the URL directly at <http://enrollment.cv.k12.ca.us> to access the enrollment site. Once you have completed the online enrollment, **print out the Enrollment Confirmation sheet and bring it to the school site with the documents listed below.**

- Prepare for Verification of your Residency**

Fill out the **CVUSD Statement of Residency Form** (download forms at District or CVHS website). Submit form at the school site with **ALL** of the original required documents. **Please bring your PG&E bill and additional items requested on the form.** If you have special circumstances and are unable to provide any of the residency documentation, please contact the CVUSD Student Services Dept. for an appointment at 510-537-3000, ext. 1209. **Special circumstances may require you to process your residency at the district office.**

STEP TWO (complete this step at the CVHS Main Office @19400 Santa Maria Ave., Castro Valley):

Call CVHS to schedule an Enrollment Appt. with **Joy Elek at (510) 537-5910, ext. 3805** (please no drop-ins). The preferred hours for new student enrollment are between 10:00 AM and 12:00 PM. Remember to bring ALL of the following required documents to the appointment:

- Residency Verification Form and ALL required original documents**
- CVUSD Enrollment Confirmation Sheet** (available after you complete Online Enrollment)
- Provide a copy of your student's **Immunization Record** (yellow card preferred)
- Provide a copy of your student's **Birth Certificate**
- NEW 10TH – 12TH GR students:** You **must** provide an **UNOFFICIAL TRANSCRIPT** (if transferring mid-year, please bring proof of withdrawal, with transfer grades, from prior school)
- NEW 9TH GR students:** Provide a copy of students **8th GR Report Card** if enrolling at the start of the year.
(NOTE: **Student's with a current I.E.P. or 504 should bring a copy with you at this time**)

Enrollment cannot take place until **ALL** of these documents are received. You should be able to obtain many of the required documents from the current school of attendance. If more convenient, you may have the transfer school fax documents to CVHS, to the attention of "New Student Enrollment" at 510-582-7728.

STEP THREE:

- Student's file will be processed and forwarded to CVHS counselor. Student and parent should attend "group scheduling" presentation by CVHS Counselor (date will be provided @enrollment appointment).
- ABI Student/Parent Portal Info. Will be forwarded to parent/guardian and student.

STEP FOUR:

- Student and parent/guardian will need to set up Portal Accounts in order to complete "Re-Registration" and prepare for "Walk-thru Registration" later in August (dates to be determined).

Helpful Tip: Monitor CVHS website at <http://www.cv.k12.ca.us/schools/castro-valley-high-school/cvhs>