

## Redding School District

**ENROLLMENT CHECKLIST:** *To enroll a student you must provide the following documentation at the time of registration. If you are missing any of the below items please come and discuss during school registration.*

- **CURRENT TRANSCRIPT** – from prior school (if available)
- **IMMUNIZATION RECORD** – required by California State law; including Tdap for all 7<sup>th</sup> and 8<sup>th</sup> graders.
- **BIRTH CERTIFICATE** – student must be registered under full legal name
- **PROOF OF RESIDENCE** – one year lease agreement, home purchase contract, property tax statement, or start up utility bills. (Phone contracts do not establish residency.)
- **MOST RECENT IEP OR 504 PLAN** – if student is in Special Education
- **LEGAL DOCUMENTATION** – (guardianship must be notarized)
  - If you are not the birth parent, legal guardianship paperwork
  - If parents have joint custody of student, provide documentation defining the legal and physical custody agreement
  - If there is a restraining order, provide the documentation
  - Court documentation including any limited or supervised contact with non-custodial parent, grandparent, foster parent, etc.
- **INTRA DISTRICT APPROVAL FORM** – if you do not live in our attendance area you will need an Intra District form approved prior to the first day of enrollment. Forms are available in our office.
- **INTER DISTRICT APPROVAL FORM** – if you do not live in our district you will need an Inter District form approved prior to the first day of enrollment. Forms are available in our office.