

SECONDARY ATTENDANCE OFFICE ORGANIZATION AND PROCEDURES MOST FREQUENTLY ASKED QUESTIONS

Q. How do I prepare for registration and enrollment?

A. Review the policies and procedures in the Attendance Manual Policy and Procedures for Elementary, Secondary, and Option Schools, dated March 2013, Version 3.0 and REF-6554.2 - 2017-2018 Opening Day Procedures: Supplemental Guide and Updates, dated August 11, 2017. Prepare a calendar with the dates and times of registration; prepare enrollment packets prior to registration and enrollment for new students to LAUSD and a separate enrollment packet for transfer students from one LAUSD to another LAUSD School. It's important to always post school office hours.

Q. Are there specific forms I should provide to parents when they come to enroll their student?

A. Yes, refer to Attachment J, Student Enrollment Document Checklist, REF-6554.2 - 2017-2018 Opening Day Procedures: Supplemental Guide and Updates, dated August 11, 2017.

Q. When a student enrolls in our school, can he/she have more than one residence?

A. A student can have only one residence. The student must live in one of the following: 1) the residence of the student's parent/guardian who resides within the boundaries of the school district, 2) a licensed foster or group home, 3) the home of a caregiver adult that is located within the boundaries of the school, 4) a state hospital located within the boundaries of the school. Refer to REF-6554.2 - 2017-2018 Opening Day Procedures: Supplemental Guide and Updates, dated August 11, 2017.

Q. If a parent moves to Los Angeles from another state and does not have proof of age, can I still enroll the student?

A. Yes, we should provide the parent with a copy of Attachment F, Affidavit for Proof of Age of Minor in REF-6554.2 - 2017-2018 Opening Day Procedures: Supplemental Guide and Updates, dated August 11, 2017.

Q. If a parent or guardian does not have identification what should I do?

A. If a parent or guardian does not have any identification, we should provide a copy of Attachment G, Affidavit of Parent/Legal Guardian Identification Form from REF-6554.2 - 2017-2018 Opening Day Procedures: Supplemental Guide and Updates, dated August 11, 2017.

Q. When a parent comes to enroll their student what do they need to show as proof of residence?

A. Parents may provide a utility bill, property tax documents, rental or lease agreements, official government mail (Cal Works, Social Security).

Q. If a parent does not have proof of residency, can I still enroll their student?

A. Yes, we should provide the parent with a copy of Attachment C, Affidavit to Verify Residence Form from REF-6554.2 - 2017-2018 Opening Day Procedures: Supplemental Guide and Updates, dated August 11, 2017. On the first day the student attends school, please mail to the parent Attachment E, Verification of Residence Follow-Up letter, available in REF-6554.2. Parents will be given 30 days to provide the "Proof of Residency" documentation.



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Q. Are all students required to have immunizations before entering school?

A. All students must have required immunizations before they can attend school in California. Refer to BUL-1660.8, Immunization Guidelines for School Admission, dated January 11, 2016.

Q. What about the students who are homeless, foster youth, home placement, or students returning from juvenile justice system, are they exempt from having immunizations?

A. Students identified as homeless, Foster Youth, home placement or Students Returning from Juvenile Justice System must be enrolled immediately. These students will be admitted provisionally without immunizations for a period up to 30 days, after which the student will be excluded until they become compliant school immunizations. Refer to BUL-1660.8 dated January 11, 2016 and REF-6554.2.

Q. As an Office Technician in a Small Learning Community, is it my responsibility to provide the parent with information on registration and enrollment?

A. Depends on the administration and the organization of your school. Clerical staff at most schools have the responsibility and are usually the staff that helps the parents with the registration and enrollment process.

Q. Once the parent completes the enrollment process, what do I do with the documents I've collected?

A. The original enrollment form, copy of birth certificate (if applicable), copy of the identification information from the parent, guardian or caregiver, residence verification (utility bill), original office checklist for student enrollment form and any court orders (if applicable) should be placed in the student's cumulative record envelope. Other information such as the copy of the school immunization record should be disseminated to the school nurse and additional documents to other offices, counseling, etc.

Q. Once a student enrolls, who is responsible to enter students in to My Student Information System (MiSiS)?

A. It depends on the administration and the organization of your school. Clerical staff at most schools have the responsibility and are usually the ones entering students in to MiSiS.

Q. Do we need to keep all absent notes for every student?

A. Yes, we are required to keep all absent notes for three years. A suggestion is to create an envelope for each student with their name, birth date and entrance date. At the end of the year, box up the notes by student and by year as required per district policy. For additional information on attendance record retention, please refer to Page 72 of the Attendance Manual Policy and Procedures for Elementary, Secondary, and Option Schools, dated March 2013, Version 3.0.



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