



## **Most Frequently Asked Questions for Elementary Enrollment Procedures**

### **Q. What is accepted as a Birth Document**

A. Birth Certificate, Baptismal Certificate, Passport and Affidavit for Proof of Age of Minor

### **Q. Which documents are accepted as Verification of Residence?**

A. Please refer to Appendix D-1 of the Attendance Manual, Policy and Procedures for Elementary, Secondary and Option Schools, page 106, Guidelines for Verification of Residence

### **Q. What document do I give the parent if they cannot prove their residence at the time of enrollment?**

A. You provide them with Appendix D-2 "Affidavit for Verification of Residence Form" and notify and notify them that they have 30 days to provide you with the appropriate documentation to prove their residence. You also need to mail Appendix D-3 "Verification of Residence Follow-Up letter and will ask the parent to bring this letter along with the needed documentation to prove their residence. Please refer to pages 14 & 15 of the Attendance Manual, Policy and Procedures for Elementary, Secondary and Option Schools, for more detailed instructions.

### **Q Are schools allowed to request notarized documentation from the parents?**

A. No, the schools may not request parents to notarize any documentation.

### **Q. What do I do if a parent comes to my school to enroll a child but has no PAR?**

A. Staff must contact the previous school and ask them to fax you the PAR within one business day. under no circumstances a parent/guardian must be required to return to the previous school for a PAR.

### **Q. Mother does not include the father's name on the enrollment form, but father's name is on the birth certificate, do I enter the father's name on the child's record in SIS.**

A. Yes, unless there is a court order stating that the father has lost all rights to the child.

### **Q. Family member comes to enroll a child in school stating that the parents are unavailable to enroll the child due to a major circumstance (Incarceration, death, deportation) and they do not have legal custody to the child, what document do I give them to be able to enroll the child in school**

A. You should give them Appendix F-5 Caregiver's Authorization Affidavit.





**Q. Can a student be enrolled without proper immunization record.**

A. No, in order to complete the enrollment the parent must provide the school with the immunization card. There are two exceptions to this rule:

1. When the parents have signed the Personal Belief's Affidavit To Be Signed by Parent or Guardian - Immunization
2. When for medical reasons the child is not able to receive immunizations and has been verified by a doctor's note.

**Q. Is the Tuberculosis Testing a requirement for all students entering Kinder or First Grade?**

A. No, effective July 1, 2012, the TB test is no longer required for kindergarten or first grade entry. In addition, any student entering in any other grade level who has not attended a California school will not be subject to a mandate for TB skin testing. For more information please refer to MEM-5718 dated February 29, 2012

**Q. What is the minimum age required to enter kindergarten of first grade?**

A. Effective school year 2012-2013, a child must be five on or November 1, 2012. For more information refer to the Attachment A: Quick Reference Chart for Entrance Ages – BUL-5708.0 dated February 21, 2012

**Q. How can we establish the student's parent/guardian/caregiver (foster parent, group homes, etc) identity and verify the relationship of the adult to the student?**

A. A birth certificate and state identification (driver's license, DMV identification Card or Passport), a baptismal certificate and a state identification, a court order establishing the parent/guardian relationship. A copy shall be filed in the student's cumulative record, or be stapled to the completed enrollment packet. And if the parent does not have any legal identification, they are required to complete Appendix F-3 Affidavit of Parent/Legal Guardian Identification and the completed Affidavit is to be kept in the student's cum record.

**Q. What is the difference between Intra-District and Inter-District Permits.**

A. Intra-District Permit: School to School within LAUSD for more information, refer to BUL-5347.1  
Inter-District Permit: School District to School District for more information, refer to BUL-5341.1

