



## NEW/CONTINUING LAUSD STUDENT ENROLLMENT & ANNUALLY DISSEMINATED DOCUMENT CHECKLIST

(Office Use Only)

<b>DOCUMENTS</b>	New LAUSD Student Enrollment Documents	Continuing LAUSD Student Annually Disseminated Documents
Documents listed below must be included in the <i>New LAUSD Student-Enrollment Packets</i> and <i>Current LAUSD Student-Annually Disseminated Packets</i> . <ul style="list-style-type: none"> <li>• <i>New LAUSD Student Enrollment Packets</i> are for students who have not attended any LAUSD school within the current academic school year.</li> <li>• <i>Continuing LAUSD Student Annually Disseminated Packets</i> are for returning, matriculating, and transferring students within LAUSD. These students should not be required to complete the New LAUSD Student Enrollment Packet and should only complete the Continuing LAUSD annually.</li> </ul>		
Student Enrollment Form* (file white copy in Cumulative Record)	✓	
Student Emergency Information Form** (Original to Main Office, Optional copy to Attendance and/or Nurse's Office) <ul style="list-style-type: none"> <li>• Information on the Student Emergency Information Form should be updated in MiSiS <b>within 5 days</b></li> </ul>	✓	✓
Permanent Student Health Card	✓	
Guide to Immunizations Required for School Entry – Grade TK/K-12	✓	✓
Oral Health Assessment Letter/Waiver Request Form (only for Kindergarten or 1 <sup>st</sup> grade entry)	✓	
Cancer Prevention Act Notification (6 <sup>th</sup> grade only)	✓	✓
Student Housing Questionnaire	✓	✓
Title III Immigrant Education Program Questionnaire	✓	
Migrant Education Program Family Work Questionnaire	✓	✓
American Indian-Alaskan Native Letter Questionnaire	✓	
American Indian/Alaska Native and Indigenous Family Questionnaire	✓	✓
Refugee Educational Support Program Eligibility Questionnaire	✓	
Parent and Student Acknowledgement Form- Loaned Computing Device	✓	✓
Financial Responsibility for Damaged School Property Letter	✓	
Parent/Student Handbook (updated yearly)	✓	✓
Master Academic School Year Calendar	✓	✓
CHAMP Program Brochure	✓	✓
Health Insurance Enrollment Information	✓	✓
Responsible Use Policy (RUP) for District Computer Systems	✓	✓
Parent/Guardian Publicity Authorization and Release	✓	✓
School rules, behavior standards, policies, school map including location of restrooms, bell schedules, pedestrian routes, etc.	✓	✓
School attendance policy and procedures related to absences, tardiness and truancy aligned to district policy.	✓	✓
School Attendance Recognition Letter	✓	✓

\* Affiliated charter schools extend enrollments to students outside attendance boundaries through the Choices Program. Affiliated charter schools are required to prioritize students who live in their attendance boundary and must verify residence all incoming students.

\*\*Additional languages available in the [Enrollment Packet \(Part 1\) Pupil Services SharePoint](#)