



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

TITLE: Use of New Student Enrollment Form

NUMBER: REF-5259.2

ISSUER: Pia Escudero, Executive Director
 Student Health and Human Services

DATE: August 3, 2020

ROUTING
 All Schools and
 Offices

PURPOSE: The purpose of this Reference Guide is to advise school staff of the updated *Student Enrollment Form* that shall be used effective September 15, 2020.

MAJOR CHANGES: The *Student Enrollment Form* has been updated in accordance with the Board Resolution, “Everyone Counts: Increasing Equity for All of Our AANHPI AMEMSA (Asian American, Native Hawaiian, Pacific Islander, Arab, Middle Eastern, Muslim, South Asian students).” Parent/guardians/caregivers may now indicate up to five races/ethnicities/cultural heritages (an increase from two choices) and may now select from 226 (an increase from 16 choices) from the new Race/Ethnicity/Cultural Heritage List (Attachment D). Additionally, a “Relationship to Student” field was added to the Emergency Contact Information (Other than Parents/Legal Guardians/Caregivers), section of the form.

The *Student Enrollment Form* was updated in the 2019-2020 school year to comply with changes in Federal and State data collection and reporting requirements pertaining to legal sex, gender and citizenship and immigration status. Added items include preferred name, non-binary and intersex options for legal sex and a non-binary option for gender. Place of birth and date of first U.S school enrollment information was removed and added to the Title III Immigrant Education Program Questionnaire, which is required for new LAUSD enrollees. The *Office Checklist for Student Enrollment* has also been updated to ensure District policies are followed at the time of enrollment.

INSTRUCTIONS: The new *Student Enrollment Form* (Attachment A) will be available to parents/guardians/caregivers electronically via the District’s website: www.lausd.net under Families > Parent and Community Services > Parents > School Forms and Resources. Parents/guardians/caregivers can download the *Student Enrollment Form* in the desired language, complete electronically, print, sign, and return it to the school.

Schools may continue to obtain triplicate hard copies of the *Student Enrollment Form* through the District Warehouse using the same commodity codes. English and Spanish language forms are available in bundles of 100; Armenian, Farsi, Korean, Chinese, Tagalog and Russian language forms may be ordered in bundles of 10.



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The *Student Enrollment Form* shall be completed by the parent/guardian/caregiver of each enrolling student. (Procedures for unaccompanied youth are detailed in REF-6554.4) Designated office staff will review the completed *Student Enrollment Form* and address any incomplete or incorrectly completed sections. Attachment B provides detailed information regarding new items or items needing further clarification.

In addition to the Student Enrollment Form paper application the district offers an online student pre enrollment application portal (<https://enroll.lausd.net/>). This system is only for pre-enrollment of TK-12th grade students for school of residence. The portal allows parents/guardians to submit pre-enrollment documents and required information to their school of residence electronically. The student online pre-enrollment application is a District-approved; secure method for parents to submit documents electronically.

School staff should complete an *Office Checklist for Student Enrollment* (Attachment C) for each student enrollment. The *Office Checklist* records the verification of age, residence, affidavits, etc., and documents additional tasks school staff must complete. This *Checklist* ensures that the completed student enrollment and all supporting documents are thoroughly reviewed prior to submission. It also provides guidance to ensure that school staff adhere to District policies regarding any follow-up that may be required.

Some enrolling students, such as students who are experiencing homelessness are in foster or out-of-home care, or are unaccompanied, may not have all required documents. REF-6554, Opening Day Procedures: Supplemental Guide and Updates, details enrollment procedures and affidavits to facilitate immediate enrollment of all students.

RELATED RESOURCES:

- REF-6554 *Opening Day Procedures: Supplemental Guide and Updates*
- BUL-4926.2 *Attendance Policy for Elementary and Secondary Schools*, dated March 1, 2013
- BUL-6718.0 *Educational Rights and Guidelines for Youth in Foster Care, Experiencing Homelessness and/or Involved in the Juvenile Justice System*, dated August 8, 2016

ASSISTANCE:

For assistance or further information, please contact:

- Office of Pupil Services at (213) 241-3844
- Local District Pupil Services and Attendance Coordinators
- For MiSiS questions, contact the ITD Service Desk at (213) 241-5200 or <http://techsupport.lausd.net/>