



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: 2022-2023 Opening Day Procedures
Supplemental Guide and Updates

NUMBER: REF-6554.5

ISSUER: Pia V. Escudero
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Student Health and Human Services

DATE: August 15, 2022

PURPOSE: The purpose of this Reference Guide is to align attendance policies with changes in legal requirements and My Integrated Student Information System (MiSiS) procedures.

MAJOR CHANGES: This reference guide replaces REF-6554.4, 2019-2020 Opening Day Procedures: Supplemental Guide and Updates, dated August 16, 2019. It includes updated Enrollment Forms, and an updated Checklist of Required Documents for Enrollment.
The following forms and procedures have been updated with the changes noted below

- 1) LAUSD Student Enrollment Form has two updates. Parents/guardians/caregivers may now indicate up to five races/ethnicities/cultural heritages and may now select from 226 choices. Also, a “Relationship to Student” field was added to the Emergency Contact Information Section of the form.
- 2) Proof of Age of Minor (Attachment H) includes “Non-Binary” as a gender selection/field option.
- 3) Checklist of required documents updated with new forms (Attachment J-1).
- 4) Parent/Guardian Acknowledgement Form (Devices Take Home) Responsibility for Loaned Computing Devices Assigned to Students and Parent/Student Notification Rules Concerning Use of Loaned Computing Devices has been updated (Attachment J-10).
- 5) New Refugee Education Support Program Eligibility Questionnaire (Attachment J-15).
- 6) Authorization to Withdraw Student from Enrollment Form and the Parent Assurance Letter have been combined (Attachment P)
- 7) Administrator Approval of Student Absence (English/Spanish) has been added (Attachment Q).

ROUTING

Local District
Superintendents
Directors
Administrators of
Operations
COS Administrators
Principals
PSA Coordinators
PSA Counselors
School SSA



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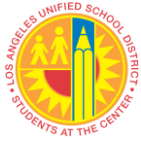
- 8) Students in Migratory Education has been added to Section III, Targeted Student Populations.
- 9) Psychiatric Hospitalization has been added to Section IX, Attendance Accounting Procedure.
- 10) Affiliated Charter Schools has been added to the Section V, Enrollment Choices.
- 11) Section II Enrollment contains further guidance regarding passports, visas or other document (Education Code section 234.7) as proof of age and/or parent/legal guardian identification.
- 12) Section II Enrollment, 5. Immunization updates regarding Senate Bills (SB) 276 and SB 714 (Pan, 2019).
- 13) Section II Enrollment, update regarding New Certify rule CCE 100-0010 – Concurrent Enrollment Anomalies (CCE) Reports.
- 14) Effective January 1, 2022, in compliance with SB-14 Pupil health: school employee and pupil training: excused absences: youth mental and behavioral health has been added to attendance reason code 1, Excusable Absences.
- 15) Effective January 1, 2022, in compliance with AB-516 Pupil attendance: excused absences: cultural ceremonies or events has been added to attendance reason code 5, Administrator Approval–Justifiable Personal Reasons.
- 16) Safe School Plan has been replaced with the Integrated Safe School Plan (ISSP).
- 17) On November 3, 2021, the values for Relationship type were changed in MiSiS. This change impacted the Parent/Guardian, Emergency Contact, Military Family Member, and Family Member screens.

INSTRUCTIONS: PREPARATION PROCEDURES FOR OPENING DAY

To ensure a smooth opening with MiSiS, schools shall complete all relevant tasks prior to the first instructional day. To plan for a successful opening of the 2022- 2023 school year, please refer to MiSiS Opening of School Year Checklist (Attachment A).

DATA ACCURACY

Principals must make a concerted effort to ensure data accuracy by establishing ongoing procedures to review and validate student and



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staff data throughout the year. The *Certify* data tool sends email notifications two times per week to designated school staff. Principals must select and assign via the Principal's Portal (<https://principalportal.lausd.net/>) the designated staff to receive the Enrollment & Demographics, Attendance, Scheduling, English Learner, and Discipline notifications. The *Certify* report notifications will begin the second week of school in the Fall and is emailed directly to the designated staff assigned by the principal. The School Data Designee Form is located on the Principal's Portal web page, under the ACTIONS tab. The Principal can assign two designees for each area but there must be at least ONE person assigned for each area.

Principals will automatically be given access to the Certify data tool and receive a monthly email notification of *all* Certify subject areas during the last week of the month to assist in monitoring. Depending upon the size of the school and available personnel, some designees may need to be assigned to multiple subject areas.

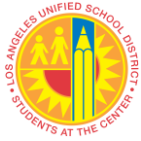
Principals must ensure that the staff assigned to these areas understand their data designee roles and responsibilities related to data monitoring, and the need to correct identified errors in a timely manner. Designees will receive e-mail notifications that include current Certify monitoring or error reports for the subject areas to which they have been assigned. Note that the designee(s) for Enrollment and Scheduling receive an identical scorecard, but the responsibilities for which report(s) they need to follow up is based on designee assigned role.

For more information regarding the Certify Data tool, including a Quick Guide and link to a training video, access, roles and responsibilities, refer to REF-6885, *Certify Data Tool Policy and Procedures* (released in fall). For addition resources, refer to <https://datatool.lausd.net>.

I. REGISTRATION

Each person between the ages of 6 and 18 years, not exempted, is subject to compulsory full-time education and each parent/guardian, or other person having control or charge of the pupil shall send the pupil to the public full-time day school or continuation school or classes for his/her residence area for the full-time designated as the length of the school day (Education Code Section 48200).

To locate schools for a home address, visit <http://achieve.lausd.net>, and select the Find a School tab and click on School Search or call (213) 241-1000.



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Schools should make every effort to ensure that every student is enrolled immediately. Parents/guardians or unaccompanied youth shall not be turned away when seeking registration. School offices shall not limit registration and/or enrollment services to certain hours or days of the week and must enroll students during all regular school office hours. Schools that coordinate mass registration events prior to the beginning of a school year (e.g., kindergarten enrollment) must notify parents/guardians at least two weeks in advance.

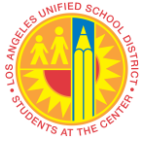
Regardless of the time of year, school personnel shall immediately, without delay, register all known non-enrolled students residing within the school's attendance boundaries including those with special circumstances (e.g., student experiencing homelessness, students in foster care, youth involved in the juvenile justice system, students from military families, recently immigrated youth, unaccompanied youth, and students with IEPs).

School personnel shall immediately, without delay, register all students with disabilities residing within the school's attendance boundaries and implement a Free and Appropriate Education (FAPE) as indicated on the student's Individualized Education Plan (IEP) to the maximum extent possible. Schools should attempt to offer a program with an appropriate curriculum, setting, and grade span per the IEP, and shall provide comparable services until such time that an assessment and/or 30-Day IEP is held and the IEP team determines the offer of FAPE. Refer to Section III Targeted Student Populations, H. Special Education for information regarding the placement of students when schools cannot offer a program with comparable services.

Schools may contact the School Enrollment Placement and Assessment Centers (S.E.P.A.) for support and consultation when enrolling students/families who have recently immigrated and who may be in need of support with vaccinations, school supplies, medical insurance enrollment, and/or other resources. Contact the S.E.P.A. centers: Placentia Site at (213) 482-3954 or Panorama site at (818) 909-4593 or visit this website for more information:

<https://achieve.lausd.net/Page/11906#spn-content>.

In addition, schools can refer families to School Based Health Centers <https://achieve.lausd.net/Page/12532#spn-content> and Wellness Centers <https://achieve.lausd.net/Page/11905>. Please note that all students, including students identified as experiencing homelessness, students in foster care and/or involved in the juvenile justice system (Cal. Educ. Code §§ 48432.5, 48853, 48853.5, and L.A. Unified Bul-



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6718.0), must be immediately enrolled in school regardless of the availability of school records, immunization records, proof of residence, school uniforms, and existence of fines from a previous school or any other documentation.

A. Residency Requirements (E.C. 48204)

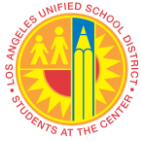
A student may only have one residence for enrollment purposes:

- The residence of the student's parent/guardian who resides within the boundaries of the school district.
- A licensed foster or group home.
- The home of an adult caregiver who is located within the boundaries of the school.
- A state hospital located within the boundaries of the school.
- Students whose custody is shared by parents living separately have the option of attending the school of residence of either parent. A student may only be enrolled in one school. Dual enrollment due to custody issues is strictly prohibited. The choice of school is at the parents' discretion, unless otherwise stated by court documentation. Schools cannot and will not mediate custody issues for parents.
- Some exceptions to residency requirements apply for students on permits and/or targeted student populations. Please refer to Section III Targeted Student Populations and Section VI Enrollment Permits.

School personnel shall provide affidavits for any missing but required documents at the time of enrollment. The following affidavits shall be provided by school personnel as alternative documentation and placed in the student's cumulative record once the enrollment process has been completed:

- a. Affidavit to Verify Residence (Attachment C)
- b. Affidavit of Temporary Residence (Attachment D)
- c. Affidavit for Proof of Age of Minor (Attachment F)
- d. Affidavit of Parent/Legal Guardian Identification (Attachment G)
- e. Caregiver Authorization Affidavit (Attachment I)

Schools shall not accept telephone bills, drivers' licenses or Department of Motor Vehicles (DMV) Identification Cards as proof of residence. Licenses or identifications may be used to prove identity, but not to verify an address. If a parent/guardian does not have proof of address, the *Affidavit to Verify Residence* (Attachment C) shall be completed and accepted to document residence. School staff shall not request that parents/guardians notarize the affidavit or other documents



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to prove residency (e.g., rental agreements, or letters from landlords) and shall begin the enrollment process immediately.

Schools that receive an *Affidavit to Verify Residence* shall do the following:

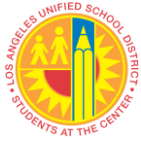
- Instruct the parent/guardian that they will be responsible for providing proof of residence within 30 calendar days, unless the family has been identified as experiencing homelessness.
- Mail the *Verification of Residence Follow-up Letter* (Attachment E) the same day the parent/guardian completes enrollment as the 30-day period will begin. Write on the mailing envelope “Do Not Forward: Address Correction Requested”.
- Maintain all original *Affidavits to Verify Residence* in a single file or binder, including a log to monitor follow-ups. Once parent/guardian has provided proof of residence, school personnel shall place all documentation in student’s cumulative record.

If a parent/guardian returns the mailed *Affidavit to Verify Residence Letter* within 30 days to the school, this is legally sufficient to establish residence.

If the parent/guardian or caregiver does not return with valid proof or with the *Verification of Residence Follow-up* letter during the 30-day period, designated school staff shall follow-up with a telephone call to remind the parent/guardian of the need to provide proof of residence. Schools should also send or provide the parent/guardian with a copy of their signed, original *Affidavit for Verify Residence Form*. Certificated school site staff may also conduct home visits as needed to verify residence.

If the letter is returned “Undeliverable” and with new address information, the administrator shall notify the parent/guardian, in writing utilizing the *Moved, False Address, Forfeit of Permit Letter* (Attachment N) that the student does not reside in the school’s attendance area and determine the school of residence. If the letter is returned “Undeliverable” without a new address, the administrator shall contact the parent/guardian to provide proof of residence. Refer to the *Guidelines for Verification of Residence* (Attachment B) for a complete list of acceptable documentation.

The *Affidavit of Temporary Residence* (Attachment D) should be used only if the student is physically living with a parent/guardian/caregiver who has a temporary residence within the district and unable to provide valid proof of residence at the time of enrollment.



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B. Zones of Choice (ZOC) or Optional Attendance Area

1. Zones of Choice Enrollment

Zones of Choice are geographic areas comprised of multiple school options. The school options in each Zone are open to all resident students and represent the demographics of the local area. Schools in a ZOC may not directly enroll students. Specific school assignments are made by the ZOC office staff. A ZOC School Application is required from every student for the specific Zone, which can be downloaded from ZOC website or requested from ZOC office. To determine if students live in a Zone of Choice area, enter the current home address in the [Resident School Identifier](#) or call (213) 241-0466.

2. Optional Attendance Area

There are some addresses that fall between multiple schools and/or ZOC boundaries, which provide parents/guardians an option to choose either school(s) or Zones. The parent/guardian of a student who moves into an optional attendance area shall have the options explained to them by school personnel when they inquire about the registration process. The parent/guardian must sign the Optional Area Decision Form (Attachment H), which indicates the choice of school. If the parent/guardian selects a Zone school, then the school must provide a ZOC School Application for the specific Zone, which can be downloaded from <http://achieve.lausd.net/ZOC> or requested from the ZOC office at (213) 241-0466. The decision must be made prior to the student's enrollment and is considered final. Once an optional area decision has been made by the parent/guardian, any change of schools thereafter will require a valid permit or District initiated transfer.

II. ENROLLMENT

Once the residency requirements have been established, the student can begin the enrollment process. The principal is responsible for the immediate enrollment of all students under their supervision. All schools shall provide enrollment packets without requiring proof of residency. Schools shall not allow or maintain waiting lists for enrollment, or limit enrollment or registration services to certain hours or days of the week.

Enrollment is defined as both the process of registering (acceptance of all necessary documentation) and the presence of the student in



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class (elementary) or into each scheduled class (secondary).

For norm purposes, it is important that every secondary student have a complete class schedule entered in MiSiS. A student who is supposed to be enrolled but does not have any scheduled class or has only one class scheduled in MiSiS will not be included in the school's norm enrollment count. Therefore, schools should ensure that every student's class schedule is entered in MiSiS in a timely manner. Schools should ensure the date courses are assigned is the same as the enrollment date as this will mitigate data errors and reduce the risk of student records being rejected by the CDE.

The enrollment date or "E Date" of a student is the first day of in-seat attendance. California regulations require school districts to certify attendance procedures with the State. School staff shall document students who enroll in school and shall follow the *School Enrollment Code* guidelines when recording enrollment data.

Refer to the MiSiS *Student Enrollment* Job Aid,
<https://achieve.lausd.net/Page/4596>.

L.A. Unified non-matriculating students who are transferring between L.A. Unified schools shall be auto withdrawn in MiSiS by the receiving school. Refer to Section II. Enrollment D – Auto Withdrawal Process for more information. Students who are new to L.A. Unified shall be enrolled as new enrollees.

Every school shall ensure the maintenance of current and accurate data in MiSiS and verify and/or update, if required, addresses and contact telephone numbers for students at the time of enrollment. Schools shall ensure that staff has verified and updated all addresses and emergency contacts according to newly submitted *Student Emergency Information Form* (provided annually) within five days of receipt. In addition, school staff shall ensure that their school site annually identifies all students experiencing homelessness via a *Student Housing Questionnaire* (formerly known as Student Residency Questionnaire) and military involved families via the *Student Emergency Information Form* (Attachment J-3) and accurately inputs in MiSiS for accounting **no later than September 3rd**.

A. Enrollment Forms and Procedures

For L.A. Unified students, school personnel shall provide parents/guardians with all mandated forms to be completed and returned individually for each student. To access the



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mandated forms in additional languages refer to
https://bit.ly/Attendance_Enrollment_Resources.

Forms for new LAUSD students, defined as a student who has not attended any LAUSD school within the current academic school year, should be provided with the *New LAUSD Student Enrollment Forms* (Attachment J) which includes:

- Enrollment Form
- Student Emergency Information Form
- 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 1st grade entry)
- Student Meal Application
- Student Housing Questionnaire (SHQ)
- Title III Immigrant Education Program Questionnaire
- Migrant Education Program Family Work Questionnaire
- Indian Student Eligibility Certification Form
- Refugee Educational Support Program Eligibility Questionnaire
- Parent and Student Acknowledgment Form-Loaned Computing Devices
- Financial Responsibility for Damaged School Property Letter
- Parent/Student Handbook (updated yearly)
- Master Academic School 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.

Students matriculating and/or transferring within L.A. Unified shall provide updates through the required annually disseminated forms.

Forms for matriculating or transferring students, should be provided



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with the *Continuing LAUSD Student Annually Disseminating Forms* (Attachment J):

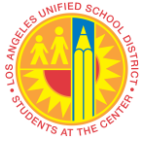
- Student Emergency Information Form
- Guide to Immunizations Required for School Entry – Grade TK/K-12
- Student Meal Application
- Student Housing Questionnaire (SHQ)
- Parent and Student Acknowledgment Form-Loaned Computing Devices
- Financial Responsibility for Damaged School Property Letter
- Parent/Student Handbook (updated yearly)
- Master Academic School 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.

Schools shall not require matriculating students to complete a new Student Enrollment Form or to provide additional documentation for address verification. Affiliated Charter must verify residence for all incoming students to prioritize students who live in their attendance boundary and ensure the enrollment of these students.

The *Student Enrollment Document Checklist* (Attachment J) should be used as a quick reference for documents to be included in enrollment packets. Listed as a requirement on the *Student Enrollment Document Checklist* is health insurance enrollment information, as it is required by California Assembly Bill 2706, for schools to provide health coverage information in every student's enrollment packet, *CHAMP Brochure* (Attachment J-11).

The *Office Checklist for Student Enrollment* (Attachment J-1) must be completed and placed in the cumulative record for all new enrolled students. Refer to REF-5259.2, *Use of New Student Enrollment Form*, August 2, 2020.

If a school cannot electronically enroll a student due to technical



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issues, the school shall process the enrollment and schedule classes on paper. Schools shall retain copies of all enrollment documents, including the enrollment packet and enter the enrollment into MiSiS as soon as possible.

Schools shall utilize information obtained from legal documents (e.g., name, date of birth, parent name, birth country) to prevent the duplication of student records and ensure the correct assignment of the Statewide Student Identifier (SSID), the unique student ID assigned to each California public school student.

If two parents are noted on a birth certificate and only information for one is offered on the enrollment form, enter the information provided on the enrollment form in MiSiS. A copy of the birth certificate should remain in the cumulative record in case the other parent should visit the school. School staff shall utilize the birth certificate and parent's ID to verify their relationship to the student.

For instances when two parents are noted on a birth certificate and the enrolling parent includes the non-enrolling parent's name, but no contact information, on the enrollment form, MiSiS allows the entry of a parent/guardian's name without having to enter an address or phone number.

1. Proof of Age of Minor

Schools shall establish student identity with any of the following:

- a certified copy of a birth record
- statement by the local registrar or county recorder certifying the date of birth
- baptism certificate duly attested
- court order
- letter from the Department of Public Social Services (DPSS)
- School staff should not request passports, visas or other document that show immigration status (E.C. 234.7). If a parent/guardian voluntarily provides any of these documents, it should not be copied nor placed in cumulative records. Rather on a separate document, school staff can state "Government-issued photo identification review by [name of school staff], initial, date."

If none of these documents are available, the parent/guardian shall complete the *Affidavit for Proof of [Age of Minor](#)* (Attachment F).



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If a copy of an original document is provided, attach to the completed *Affidavit for Proof of Age of Minor* (Attachment F).

If a parent/legal guardian requests registering a student under an additional name and/or gender differing from the student's legal name/gender for purposes of L.A. Unified Pupil Records, please refer to BUL- 5703.4, *Name and/or Gender of Pupils for Purposes of [School](#) Records*, dated August 30, 2021. This bulletin applies only to school records maintained by the Los Angeles Unified School District.

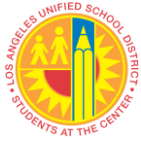
2. Parent/Legal Guardian Identification

Schools shall establish both student's parent/guardian/caregiver (e.g., foster parent, group homes) identity and verify the relationship of the adult to the student as outlined below.

- *To verify parent/guardian/caregiver identity the following can be used:* adult's government-issued photo identification (e.g., driver's license, DMV Identification Card, DCFS Form 1399, JV-535, Court Orders, Legal Guardianship Order). Per Office of General Counsel, passport should not be copied and placed in cumulative records. On a separate document, school personnel can state "Government-issued photo identification review by [name of school staff], initial, date"
- *To verify the relationship of the adult to the student the following can be used:* court order and parent's identification establishing the parent/guardian relationship, or student's baptismal certificate

If the parent/guardian does not have any legal identification, the adult must complete the *Affidavit of Parent/Legal Guardian Identification* (Attachment G). The completed affidavit is to be kept in the student's cumulative record. As a safety precaution, schools shall ask parents/guardians without photo identification to take a picture to be kept on file. Schools shall retain copies of all pertinent documents and file them in the student's cumulative record.

On November 3, 2021, the values for Relationship type were changed in MiSiS. This change impacted the Parent/Guardian, Emergency Contact, Military Family Member, and Family Member screens. The change was requested by the Office of the General Counsel and Student Health and Human Services to simplify categories, be more inclusive of diverse family systems, and to adhere to confidentiality, as it relates to students in special



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populations, per federal and state laws and regulations, as well as District policy. Please refer to MiSiS Job Aid, [Relationship Types](#).

3. Caregiver's Authorization

In the absence of a parent, legal guardian, or foster parent, or if the student does not reside with the parent or legal guardian, the school shall provide the adult who is enrolling the student with a *Caregiver's [Authorization Affidavit](#)* (Attachment I). The adult who enrolls the student must provide all other necessary enrollment documentation, including proof of residence in the attendance area of the school. The *Caregiver's Authorization Affidavit* is sufficient proof to determine that a student lives in the caregiver's home, unless there is a suspicion that the student is residing elsewhere (E.C. section 48204).

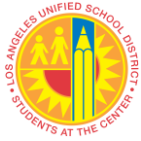
This affidavit must be renewed on a yearly basis. If the minor stops living with the caregiver, the caregiver shall notify the school and the affidavit shall be invalid (E.C. section 6550). This affidavit is used for purposes of enrollment only. It does not grant the caregiver educational rights. For procedures regarding Unaccompanied Youth, refer to Section III Targeted Student Populations for additional information.

4. Student Emergency Information Form

For the protection of each student's health and welfare, and to facilitate immediate communication with the parent/legal guardian or caregiver, LA Unified, in accordance with Education Code Section 49408, requires the parent/legal guardian to provide current emergency information on an official *Student Emergency Information Form* (Attachment J-3) at the school site. For additional languages refer to <http://achieve.lausd.net/Page/889>. Refer to BUL-6303 *Student Emergency Information Form*.

Every parent/legal guardian or caregiver must complete a Student Emergency Information Form for each student at the time of enrollment and must submit an updated form as needed, or at least annually. Parents/guardians must provide a manner to receive both written (U.S. Mail) and oral communication (telephone, cell phone) regarding their child(ren). Emergency information should include, but is not limited to the following:

Every parent/legal guardian or caregiver must complete a Student Emergency Information Form for each student at the time of enrollment and must submit an updated form as needed, or at least annually. Parents/guardians must provide a manner to



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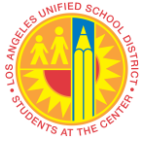
receive both written (U.S. Mail) and oral communication (telephone, cell phone) regarding their child(ren). Emergency information should include, but is not limited to the following:

- Home address and current telephone, including cell phone and email;
- Employment/business addresses and phone numbers;
- Relative/friend's name, address, and telephone numbers authorized to pick up and care for the student in an emergency situation if the parent/legal guardian cannot be reached;
- If the student rides the school bus to and from school, include their routing information; route number, pick-up and drop off location. Parents/legal guardians of students with disabilities should also designate another adult who can receive their child in case of an emergency.

Students will only be released to a person listed on the Student Emergency Information Form, unless the parents/legal guardians have provided written authorization on a case-by-case basis. Parents/legal guardians are required to update emergency information annually and any time there is a change to any contact information that was initially provided. The emergency phone number for the parents/legal guardians and relatives/friends can be changed through the Parent Portal <https://parentportalapp.lausd.net/parentaccess/>. All other information, such as name or address, must be changed in person.

A recent change to the Student Emergency Information Form will enable school staff to identify students that come from military families. As part of a new provision under the federal Every Student Succeeds Act, school districts are now required to formally track and monitor the academic progress of students from military families as they move from school base to military base and state to state. This will enable the District to better support the needs of students from military families. For more information on how to update information for military family member in MiSiS, visit the MiSiS website <http://achieve.lausd.net/misis> and click on Job Aids, Enrollment and select "Enter a Student's Military Family Information."

The *Student Emergency Information Form* (Attachment J-3) shall be included in every enrollment packet and disseminated annually to all students. Each school site shall establish a protocol in order



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to obtain and update student emergency information for all students.

All student emergency information shall be entered into MiSiS within five school days after being received.

All schools shall maintain two copies of each Student Emergency Information Form. Elementary schools must keep one copy in the Nurse's Office and another in the Main Office. Secondary schools must keep one copy in the Health Office and the other in the Attendance Office or Small Learning Community, as appropriate. In addition, a copy must be placed in the student's cumulative record whenever a student matriculates to the next school level or upon transfer to another L.A. Unified school. An intensive effort shall be made to secure completed forms for all students. It is every school's responsibility to maintain the most up to date emergency contact information in MiSiS. This effort shall include, but is not limited to:

- calling student's home utilizing contact information in MiSiS and Blackboard Connect
- sending an additional *Student Emergency Information Form* (Attachment J-3) home with the student
- mailing the *Student Emergency Information Request Letter* (Attachment K) with "Do Not Forward Address Correction Requested" printed on the envelope

5. Immunizations

Schools shall obtain proof of immunizations for student enrollments. However, students who are in foster care, which may include students involved in the juvenile justice system (e.g., those in suitable placement), experiencing homelessness, migrant, military family, or who have an Individualized Education Program (IEP) are to be granted Conditional Admission and enrolled immediately, regardless of the availability of immunization records or whether immunization are up to date or complete. The immunization requirements do not prohibit students from accessing special education and related services required by their IEPs. Students are to be granted a provisional 30-day period to meet all immunization requirements. Refer to BUL-6718, *Educational Rights and Guidelines for Youth in Foster Care, Experiencing Homelessness and/or Involved in the Juvenile Justice System*. Students who have IEPs should continue to receive all necessary services identified in their IEP regardless of vaccination status. However, parent or guardians must continue to provide immunization records for students to their school, and schools must



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continue to maintain and report records of immunization that have been received for these students. Immunization exemptions are only granted for medical reasons. For additional assistance regarding immunizations, refer to BUL-1660.9, *Immunization Guidelines for School Admission* or consult with the School Nurse or the Local District Nursing Administrator.

Beginning January 1, 2021, all new exemptions for school and childcare entry must be issued through CAIR-ME. Medical exemptions can only be issued by MDs or DOs licensed in California and must meet applicable Centers for Disease Control and Prevention (CDC), Advisory Committee on Immunization Practices (ACIP), and American Academy of Pediatrics (AAP) criteria.

6. Student Housing Questionnaire (SHQ)

The Student Housing Questionnaire or SHQ (Attachment J-6) shall be included in every enrollment packet. The SHQ must also be disseminated annually to all students to ensure proper identification in MiSiS by September 1st to ensure services are expeditiously provided to students and families experiencing housing instability accordingly. In addition, ensuring schools identify all students experiencing homelessness impacts the LCFF funding the District receives. Students who qualify as experiencing homelessness must be identified in MiSiS (census tab) and SHQs for students meeting the McKinney-Vento definition must be emailed to the corresponding local district email address below or faxed to the Homeless Education Office at (213) 580-6551 as they are received.

HEO Local District SHQ Email Address	
Local District Central	shqldc@lausd.net
Local District East	shqlde@lausd.net
Local District Northeast	shqldne@lausd.net
Local District Northwest	shqldnw@lausd.net
Local District South	shqlds@lausd.net
Local District West	shqldw@lausd.net

7. Home Language Survey (HLS) First Time Enrollee in a California Public School

The language(s) spoken by the student and/or in the home is collected at enrollment via the Home Language Survey. Effective September 2021, MiSiS added language to the Home Language Survey dropdown menu, which will include specific Mayan and Afro-Asiatic languages. At the time of enrollment or during a



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Master Plan Program Options parent consultation, parents are provided an explanation on the purpose of the Home Language Survey, including the following:

- The purpose of the HLS is to determine if a language other than English is used in the student's home, to identify the student's primary language and whether the school will need to assess the student for English fluency. The goal is to provide the appropriate instructional services (English Language Development) the student will need to achieve mastery of grade-level instruction. In particular, it should be made clear that the HLS is not used to verify a student's language classification or immigration status.

Once the HLS is completed on the enrollment form, enter the parent/guardian responses in the MiSiS enrollment screen. MiSiS will automatically populate the "*Student's Primary Language*" field based on the responses to the first three questions on the HLS.

Students Transferring from Another California Public School Who Never Attended a L.A. Unified School

A school receiving new transfers must request the initial (earliest) HLS from a California school and enter the responses from that HLS in MiSiS. The school should also request English Language Proficiency Assessment for California (ELPAC) results and fax results to State Reporting Services Branch (213) 241-8969 or via OneDrive at abs9291@lausd.net.

Continuing or Returning Students Whose Primary Language is "Not Specified"

For instructions on how to correct a student's Home Language in MiSiS refer to the MiSiS Job Aid "Update Student Home Language" on <http://achieve.lausd.net/misis>

Continuing or Returning Students with a Valid Primary Language If the student's primary language is already displayed in the "Student's Primary Language" field, the HLS responses do not need to be entered in MiSiS.

8. Determining Grade Placement

In order to determine appropriate grade placement, schools shall:

For secondary students who are credit deficient, schools shall immediately enroll, and then refer the student to their academic

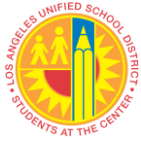


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counselor for proper educational placement and exploration of their educational options. The student's academic counselor shall subsequently ensure the change of grade placement if it is determined necessary when reviewing the student's records during scheduling. Schools shall consider students' educational history before determining grade placement and not base placement solely on age. Students shall not be moved grade levels in the middle of a school year. Students shall not be moved up to a higher-grade level, if they have not completed the grade prior, unless by mutual agreement with parents/guardians and an evaluation of academic needs. See BUL-079501.1, *Graduation Requirements for the Classes of 2020-2025*, dated March 14, 2022 for specific guidance on required credits to promote from one grade level to the next. For procedures regarding eighteen (18+) year-old students, refer to Section III under Target Student Populations. Contact the appropriate Local District Counseling Coordinator for further guidance.

1. Check MiSiS to determine the last grade the student was enrolled in using the Enroll Student Search and Enrollment History screen.
2. Review the MiSiS Student Transfer Form, report card, and/or transcript
3. Contact the last school of enrollment
4. For returning high school students, check cumulative high school credits on MiSiS/MyData
5. Utilize the *Chronological Age Calculator* <https://agecalculator.lausd.net> and the *Grade Placement Chart* (Attachment L) for guidance on appropriate grade placement. For more information, refer to MEM-6860, *Chronological Age Calculator*.

For secondary students who are credit deficient, schools shall immediately enroll, and then refer the student to their academic counselor for proper educational placement and exploration of their educational options. The student's academic counselor shall subsequently ensure the change of grade placement if it is determined necessary when reviewing the student's records during scheduling. Schools shall consider students' educational history before determining grade placement and not base placement solely on age. Students shall not be moved grade levels in the middle of a school year. Students shall not be moved up to a higher-grade level, if they have not completed the grade prior, unless by mutual agreement with parents/guardians and an evaluation of academic needs. See BUL-079501.1, *Graduation Requirements for the*



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Classes of 2020-2025, dated March 14, 2022 for specific guidance on required credits to promote from one grade level to the next. For procedures regarding eighteen (18+) year-old students, refer to Section III under Target Student Populations. Contact the appropriate Local District Counseling Coordinator for further guidance.

B. Enrollment Transfers from another L.A. Unified School

Students entering from another LAUSD school or program, including those students with initial and subsequent changes in enrollment, do not require a MiSiS Student Transfer Form. Under no circumstances shall parents/guardians be required to return to the previous school of attendance for a Student Transfer Form, as all pertinent student information can be accessed in MiSiS.

For all current or returning L.A. Unified students, a receiving school shall update the student's record to reflect the new residence information in MiSiS.

The enrolling school shall request the cumulative record from the previous school within two weeks of enrollment. For students experiencing homelessness, students involved in the juvenile justice system, and/or students in foster care, cumulative record requests shall be made within two days of enrollment as required by law.

If the enrolling student has established an academic record in the current school year at the previous school, the receiving school shall contact the previous school to request completion of the student withdrawal in order to document final grades in the student's classes. Refer to MiSiS Job Aids: *"Enroll Student and Assign Classes, Quick Guide to Enrollment Steps, Legacy Student Enrollment Form and MiSiS Screens, Enrollment Packet Forms & MiSiS Screens and E and L Codes"* at <http://achieve.lausd.net/Page/4596> for steps to enroll a student.

C. Enrollment Record Keeping

The enrollment date (E-Date) of a student is the first day of in-seat attendance. Schools are required to manually update the entry date for students returning to school after the first instructional day (No Shows). Failure to change the entry date will result in unexcused absences that will count towards truancy identification.

For elementary enrollment, the *Notice of Entrance and Withdrawal* (Pink E/L Slip) must be completed for each enrolling student whose name is to be placed in the Daily Registration and Release Record



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("E" and "L" Book) and sent to the assigned teacher with the enrolling student. The teacher shall use the *Notice of Entrance and Withdrawal* form to enter the student into their Five Column Roster and return them to the office on the last instructional day of the school month. For the most updated instructions on enrollment procedures, visit the MiSiS Resources and Job Aids website <https://achieve.lausd.net/Page/4596>.

D. Auto Withdrawal Process

Schools shall enroll a student who is at another L.A. Unified School using the Auto Withdrawal Process in MiSiS, after carefully verifying the identity of the enrolling student by checking the student name, district identification number, birthdate, gender, parent name, and previous enrollment history before auto-withdrawing.

If a student was never marked present at the previous school in the current school year (no show), the new school may enroll the student on any instructional day in the same school year. Class schedule and enrollment will be removed at the previous school. If the student was marked present and/or absent at the previous school, a pop-up message will appear to alert that the student has attendance records. The new school may enroll the student on any instructional day after the last day that student was marked present at the previous school. Class schedule and enrollment will be ended at the previous school on the date that student was last marked present.

Schools that withdraw the wrong student should call the school the student was withdrawn from. The school will have to re-enroll the student.

Schools may run the MiSiS *Automatic Withdrawal Report* to determine which students were auto withdrawn from their school. For verification purposes, schools should run the Automatic Withdrawal Report daily during the first three weeks of the academic year. For additional information and the most updated instructions on using the Auto Withdrawal process and generating the Auto Withdrawal Report, visit the MiSiS Resources and Job Aids website <http://achieve.lausd.net/Page/4596> or call (213) 241-5200.

E. No Show Procedures

A No Show student, is a student who is scheduled and expected for enrollment at any time of the instructional year, but is marked absent for every period that the student is scheduled. A student will



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not be processed as a No Show if marked present or has attendance not submitted, has grades entered, or is a Special Education student receiving transportation. Schools should identify students as No Show within MiSiS at the end of the first instructional day. This process will remove the student's enrollment and class schedule. Once a student is processed as a No Show, schools will not be able to view the student's class schedule. The No Show process will run every night in MiSiS. Schools can print the No Show Student Schedule Summary report to view the scheduled for No Show students. Schools shall follow the following procedures to identify and process No Show students:

Before identifying students as No Shows:

1. Generating reports:
 - Run and print the No Show Student Schedule Summary report.
 - Run the *Attendance Not Submitted Report* or collect and review Attendance Rosters to verify all teachers have submitted accurate attendance.
 - Run the *Teacher Discrepancy Report* and correct attendance, if required.
2. Identify No Show Students
 - Run the *Master Absence Report* to determine who was absent.
 - Identify students who did not pick up schedules.
 - Verify that identified students are marked absent with an Uncleared (UC) reason code.
 - Students who are marked present, or who have Attendance Not Submitted will not be processed as No Show in MiSiS.
3. In MiSiS, flag each identified No Show student.

For the most updated instructions on using the No Show process and generating the *No Show Report*, visit the MiSiS Resources and Job Aids website at <http://achieve.lausd.net/Page/4596>.

If a No Show student returns to school on the same day (before being processed during the MiSiS overnight interface), schools shall remove the No Show check box for the student to prevent the removal of the student's enrollment and class schedule. After the nightly No Show Process runs, the *No Show Report* and screen will indicate that the No Show has been processed.



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Schools should process No Show students at the end of the first instructional school day and run the *No Show Report* in MiSiS regularly to assure that students were processed as No Shows. The *No Show Report* will list all students identified as No Shows. The report will also indicate if any student(s) identified by the school as No Shows could not be processed because of *Attendance Not Submitted*, being marked present or absent with a reason code, or other errors. Schools will have to correct those errors in order for the No Show status to process.

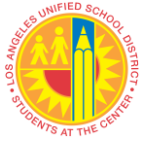
No Show students returning after being processed as No Shows will need to be re-enrolled. Schools shall manually update the student's entry date upon the student's first day of in-seat attendance for any students who return to school after the first instructional day of the academic school year. Failure to identify students as No Shows at the closing of the first day of instruction will lead to the following data errors, which will deflate a student's and school's attendance rate and artificially inflate school's enrollment:

- The student will accumulate invalid absences, which will count towards truancy identification.
- E-Date Error: MiSiS sets the first day of instruction within any given school year as a student's entry date. However, schools will be allowed to manually change a student's entry date to the first date of actual presence.

Note: For norm purposes, No Show students and students with excessive absences (13 or more days), are excluded from the school's norm enrollment count. For other adjustments to school norm enrollment count, please refer to the latest version of BUL-5977.6, *Staffing Recommendations for Certificated and Clerical Personnel at Elementary Schools*, BUL-5978.6, *Staffing Recommendations for Certificated and Clerical Personnel at Middle Schools*, BUL-5979.6, *Staffing Recommendations for Certificated and Clerical Personnel at Senior High Schools*, BUL-5981.6, *Staffing Recommendations for Certificated and Clerical Personnel at Magnet Centers and Magnet Schools*, and BUL-5980.6 *Staffing Recommendations for Certificated and Clerical Personnel at Options Schools*.

Mid-Year No Shows

A student identified as a mid-year No Show is a student that was not enrolled first semester, but was expected for enrollment and had a future enrollment date in the second semester but



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subsequently did not show up. Under these circumstances, the student must be flagged as a No Show. MiSiS will not process students as a second semester No Show if they attended the same school during the first semester.

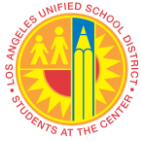
- F. The CA Longitudinal Pupil Achievement Data System (CALPADS) The statewide student information system implemented by the California Department of Education (CDE) does not allow overlapping or concurrent enrollment (CCE). A CCE occurs when a student is enrolled with 100% apportionment at more than one school simultaneously. This normally occurs when the L-date at a previous school of enrollment is not entered or is later than the E-date at the new school. The Auto-Withdrawal process supports eliminating the dual enrollment of students within L.A. Unified. Keep in mind that students are sometimes dually enrolled across different school districts, so it is important to assure that students are officially withdrawn from the last school attended

III. TARGETED STUDENT POPULATIONS

- A. Students Experiencing Homelessness and Unaccompanied Youth Experiencing Homelessness.
Federal and state law mandate that all school districts identify unhoused students annually and remove barriers to academic success. The District uses the Student Housing Questionnaire (SHQ) to identify eligible students and provide support services.

The SHQ establishes the parent/student's rights under McKinney Vento if they lack a fixed, regular, or adequate nighttime residence. Students or parents/guardians may identify themselves as meeting one of the definition criteria listed below:

- A primary nighttime residence that is a shelter designated to provide temporary living accommodations including, but not limited to, motels/hotels, family shelters, domestic violence shelters, and transitional housing.
- Living in a car, park, abandoned building, garage, substandard or inadequate housing, or other public or private places not designed for, or ordinarily used as a regular sleeping accommodation for human beings. Temporarily living in a trailer park or camping area with their family because of lack of adequate living accommodations.
- Living "doubled-up," temporarily sharing the housing of other families due to loss of housing, stemming from financial problems (e.g., loss of job, eviction, or natural



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disaster).

- Unaccompanied youth experiencing homelessness are defined as youth who meet the federal definition of McKinney-Vento and are not in the physical custody of a parent, guardian or caregiver. This may include youth who have run away from home, have been told to leave, or pregnant or parenting teens not living with their parent or guardian.

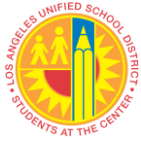
Please note: If the family is residing in a domestic violence shelter, the school shall enroll the student experiencing homelessness with a confidential address in accordance with the California Confidential Address Program. See BUL 1660.0 *California Confidential Address Program Implementation*, dated October 5, 2015.

If a family is residing in a shelter (not due to domestic violence), the school shall enter the shelter address in the address field or place an alternative mailing address or P.O. Box address preferred by the family in the mailing address field.

If a family is residing in their automobile and does not have a temporary address to put in MiSiS address field, the school shall temporarily put the school address in this field. Schools may list the nearest address or cross street on the Student Housing Questionnaire (SHQ) to indicate that the family's nighttime residence is in the school boundaries. Schools should also ensure that nighttime residency is marked in the MiSiS Census Tab. The address field should be updated as the family finds temporary housing. Regardless of the student's nighttime residence, all parents/caregivers are required to submit a completed and updated emergency informational form for their child/ren.

All L.A. Unified schools shall:

1. Enroll students experiencing homelessness immediately, regardless of the availability of school records, immunization records, school uniforms or the existence of fines or materials from a prior school.
2. Honor a student's right to School of Origin enrollment. Allow students experiencing homelessness to remain at their School of Origin:
 - a. The school the youth attended when they became homeless;



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- b. The school in which the youth was last enrolled;
and/or
- c. Any other school the youth attended in the last 15 months to which they have a connection (e.g., favorite teacher, peer relationship, participation on a sports team). School of origin rights apply to all schools, including magnet programs and Early Education Centers.

Annually, identify students experiencing homelessness utilizing the Student Housing Questionnaire (SHQ). The SHQ shall be included in every enrollment packet and disseminated each school year to all students to ensure proper identification and that services are provided to eligible students and families. Schools shall ensure both the parent and the school fill out the SHQ completely and accurately. If the student qualifies as experiencing homelessness, schools shall enter the corresponding information in MiSiS. For the most updated instructions on how to input an SHQ in MiSiS, visit the MiSiS Resources and Job Aids website at <https://achieve.lausd.net/Page/6231>.

- 3. SHQs for students meeting the McKinney-Vento definition must be emailed to the corresponding local district email address below or faxed to the Homeless Education Office at (213) 580-6551 as they are received. The school site shall retain a copy of the SHQ in a confidential file. The SHQ shall not be filed in the student's cumulative record. All completed SHQs that indicate that the student is not experiencing homelessness should be maintained at the school site until the end of the school year.

HEO Local District SHQ Email Address	
Local District Central	shqldc@lausd.net
Local District East	shqlde@lausd.net
Local District Northeast	shqldne@lausd.net
Local District Northwest	shqldnw@lausd.net
Local District South	shqls@lausd.net
Local District West	shqldw@lausd.net

- 4. Allow an unaccompanied youth experiencing homelessness to self-enroll with the assistance of the Designated School Site Homeless Liaison. For assistance, contact the Homeless Education Office at (213) 202-7581.



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5. Utilize the *Affidavit to Verify Residence* (Attachment C) or *Affidavit of Temporary Residence* (Attachment D) to verify the student's residence if necessary.

If there is a dispute over the eligibility of a student who has identified as experiencing homelessness, the student must be immediately enrolled and the school must file a Dispute Resolution Form with the Homeless Education Office, refer to [BUL-6718](#), *Educational Rights and Guidelines for Youth in Foster Care, Experiencing Homelessness and/or Involved in the Juvenile Justice System*. Schools shall not deny enrollment or check a student out of school due to a dispute. The student should remain enrolled until the dispute is resolved with the assistance of and consultation with staff from the Homeless Education Program.

A. Youth in Foster Care

Youth in foster care include children meeting one or more of the definition criteria below:

- Are currently the subject of a petition filed in the dependency court whether or not the child has been removed from their home by the court;
- Are currently the subject of a petition filed in the delinquency court and the child has been removed from their home;
- Are currently under the transition jurisdiction of the juvenile court, as described in the Welfare and Institutions code, and who have opted to remain in foster care beyond their 18th birthday until their 21st birthday and meets certain statutory requirement;
- Are currently identified as dependent children of the court of an Indian tribe, consortium of tribes, or tribal organization and who are the subject if a petition filed in the tribal court pursuant to the tribal court's jurisdiction in accordance with the tribe's law; and/or
- Are currently the subject of a voluntary placement agreement as defined in the Welfare and Institutions Code.

B. Youth Involved in the Juvenile Justice System

A pupil shall not be denied enrollment or readmission to a public school solely on the basis that he or she has had contact with the juvenile justice system, including, but not limited to:

- (1) Arrest.
- (2) Adjudication by a juvenile court.
- (3) Formal or informal supervision by a probation officer.



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- (4) Detention for any length of time in a juvenile facility or enrollment in a juvenile court school.

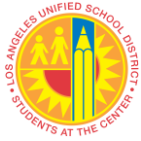
A youth in foster care may be living in a foster home, group home, with biological parents or relatives under court supervision, or in suitable placement as determined by the court.

All L.A. Unified schools shall:

1. Enroll students in foster care and/or students involved in the juvenile justice system immediately, regardless of the availability of school records, immunization records, school uniforms or the existence of fines or materials from a prior school (E.C. 48432.5, 48853, 48853.5).

Allow students in foster care and/or students involved in the juvenile justice system to remain in their school of origin (E.C. 48204, 48853, 48853.5) even if they are no longer in the attendance area, in order to promote school stability. School of origin rights apply to all schools, including magnet programs and out-of-district schools. Students in foster care and/or students involved in the juvenile justice system have multiple schools of origin including:

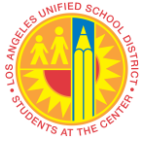
- The school the youth attended when they entered the juvenile dependency and/or delinquency court systems; and/or
 - The school in which the youth was last enrolled; and/or
 - Any other school the youth attended within the last 15 months in which they have a connection (e.g., favorite teacher, peer relationship, participation on a sports team); and/or
 - These youth have the right to matriculate with their classmates based upon the School of Origin's established feeder patterns from elementary to middle school and middle to high school.
2. Request the Department of Children and Family Services (DCFS) Form 1399 from the youth's caregiver, social worker, and/or other adult enrolling the child at the time of enrollment (not required prior to enrollment). This form contains important information such as the school of origin, identifies the Educational Rights Holder (ERH), and specifies special education information. The ERH is the ultimate decision maker regarding what is in the best interest of the student.
 3. Student who are in foster care, which may include students involved in the juvenile justice system (e.g., those in suitable



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placement), are to be granted Conditional Admission and enrolled immediately, regardless of the availability of immunization records or whether immunizations are up to date or complete. Refer to BUL-1660.9, *Immunization Guidelines for School Admission*.

4. Request pupil records from the previous school within two (2) business days. The sending school is required by law to provide these records within two (2) business days of the request. If records are not received within this timeline, schools shall follow up with the sending school to ensure their prompt receipt (E.C. 48853.5).
5. Enroll student in foster care and/or students involved in the juvenile justice system in the same or equivalent (meeting same graduation requirement) courses as those they took at their previous school, even if they are transferring mid-semester. Students in foster care cannot be enrolled in all or a majority elective classes. Schools shall determine students in foster care eligibility for the AB 167/216 graduation exemptions (exemptions from district graduation requirements). Refer to BUL-076310.1, *Graduation Exemption and Partial Credits*.
6. Allow students in foster care and/or students involved in the juvenile justice system to remain in high school for a 5th year in order to complete the L.A. Unified and/or state minimum graduation requirements.
7. Schools shall issue full or partial credits, based on the number of weeks enrolled, for all work satisfactorily completed for students who must transfer schools.
8. Accept all grades and full/partial credits upon enrollment, apply them to the same or equivalent (meeting the same graduation requirement) courses, and enroll the youth in the same or equivalent courses. Students in foster care and/or students involved in the juvenile justice system may not be required to retake any portion of a course already completed if it would prevent them from remaining on track for high school graduation. Refer to BUL-076310.1, *Graduation Exemption and Partial Credits*.
9. Issue grades and full/partial credits on an official transcript upon withdrawal.
10. The official transcript must be sent to the receiving school



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within two (2) business days of receiving a request for records (E.C. 48853.5, 49069.5, 51225.2).

11. Not deny students who are 18 years of age or older enrollment in a school program solely on the basis of age. Individualized consideration should be given to each student's placement to ensure the student is enrolled/re-enrolled in an appropriate education placement in the least restrictive environment.

Students in foster care have a right to immediate enrollment in their local comprehensive public school and shall not be required to attend a continuation school, adult school, or independent study program, even if they are not on track for high school graduation, have failing grades, and/or have behavior problems.

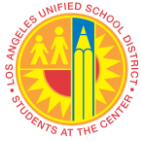
If there is a dispute regarding a student's school of origin, identification of Educational Rights Holder (ERH), or any matters related to enrollment of students in foster care, refer to BUL-6718, *Educational Rights and Guidelines for Youth in Foster Care, Experiencing Homelessness and/or Involved in the Juvenile Justice System*. Contact Student Health and Human Services at (213) 241-3840, option 5 for support and/or consultation.

C. Recently Immigrated Youth

Unaccompanied youth, including but not limited to recently immigrated (Unaccompanied) Youth who have come from other countries may qualify for Homeless Education Program support if identified as experiencing homelessness through the SHQ (Attachment J-6). Please note that schools must not collect information or documents regarding citizenship or immigration status of pupils or their family members unless required by state or federal law, and the enrollment process does not require this information (Education Code section 234.7 (a)).

Schools shall follow the same enrollment procedures as for all students, including:

1. Students under 18 years of age must be enrolled immediately. Schools may enroll students over the age of 18, who present at the school for enrollment. Refer to Section III, I - Eighteen (18+) Year Old Students.
2. Schools shall provide Los Angeles Unified



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- affidavits if necessary to facilitate enrollment.
3. For students with pending court proceedings, including but not limited to immigration court proceedings, that require absence from school shall be cleared with reason code “5” Administrator Approval.
 4. If students under 18 years of age present a high school diploma from their home country, they may still enroll in high school. The academic counselor or Local District Counseling Coordinator shall evaluate their transcript and determine equivalency to a California High School Diploma.

If the student identifies as experiencing homelessness on the Student Housing Questionnaire (SHQ), enter this information in the Census Tab, Homeless Option and indicate the student’s nighttime residence as well as any services needed. The Designated School Site Homeless Liaison should provide follow up and support to the student. For additional assistance, contact the Homeless Education Office at (213) 202-7581 or School Enrollment Placement and Assessment (S.E.P.A.) Centers (213) 482-3954 for Plasencia Site and (818) 909-4593 for Panorama Site.

D. Student in Migratory Education

A child is considered a “migrant student” if the parent, guardian, or family member in the household is a migratory worker in the agricultural, dairy, lumber, packing, fishing, or livestock industries who has performed the work within the last 36 months and has traveled with the child.

Schools shall follow the same enrollment procedures as for all students, including:

1. Providing the Attachment A from REF-041180-2A, Migrant Education Program Family Work Questionnaire; <https://bit.ly/REF-041180-2A>.
2. Any returned questionnaires must be sent to the Migrant Education Program Office, 333 S. Beaudry Ave. FL 29 or via email to mep@lausd.net within ten school days of receipt.
3. Migrant student eligibility is established through an interview conducted by a trained and certified Migrant Education Technician.



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For more information about the migrant Education Program, please refer to LAUSD Reference Guide REF-041180-2A.

E. Pregnant and Parenting Students

No school shall deny enrollment based upon a student's pregnant or parenting status. Pregnant and parenting students have the right to enroll in any school or program for which they would otherwise qualify, regardless of proximity to their due date. Students who are pregnant or parenting are not exempt from the Compulsory Education Law (EC section 48200). When District staff become aware of a student's pregnancy or impending fatherhood, staff should provide the "*Know Your Rights: Pregnant and Parenting Students*" fact sheet and provide supports to make the student aware of their educational rights and programs and services that may be of assistance to them. Refer to BUL 2060.2, *Pregnant and Parenting Students Educational Rights*, dated March 11, 2019.

Health and personal information related to pregnancy and parenting status is confidential and should not appear in cumulative or health records. Pregnancy and parenting status information is confidential and shall not be considered for educational or job opportunities, awards or scholarships. An exception to confidentiality includes, but is not limited to, a reasonable suspicion of child abuse or a clear and present danger to the health and safety of the student and/or their child. However, pregnancy in and of itself may not meet the criteria to breach student confidentiality, including reporting suspected child abuse and neglect. Consultation with a L.A. Unified licensed school personnel such as School Nurse, PSA, and/or PSW is recommended.

Schools shall make reasonable accommodations to facilitate the equal access and full participation of pregnant and parenting students. Schools must also make reasonable accommodations to the educational program and activities that are related to a student's lactation needs. Students cannot legally be expelled, suspended, or otherwise excluded from, or required to participate in, any school program solely on the basis of their pregnancy-related condition, marital, or parental status.

Schools shall follow all pertinent attendance, enrollment and withdrawal policies and procedures. Students are entitled to a



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period of extended absence for pregnancy and related conditions, including eight weeks or more of parental leave to be verified by the school site as “excused” absences. This may include excusing absences before the birth if there is a medical necessity and after childbirth during the school year in which the birth takes place in order to protect the health of the pupil who gives or expects to give birth and to allow the pregnant or parenting pupil to care for and bond with the infant.

Withdrawal of a pregnant/parenting student to avoid accounting of prolonged absence is prohibited. L.A. Unified policies regarding excused and unexcused absences apply to pregnant and parenting students. In addition, absences of parenting students shall be considered excused when absent due to the illness or medical appointment of a child for whom the student is the custodial parent. Schools may require verification for illness absences in accordance with policies applicable to all students. Schools may not require additional verification from pregnant/parenting students to justify their absences.

Written documentation of pregnancy-related absences shall not appear in student records, and must be retained in a separate confidential file. Schools shall consult with the School Nurse or Local District Nursing regarding health and medical concerns and medical releases related to pregnancy.

Every case is different, and school staff is advised to use their judgment and collaborate with their School Nurse, Counseling Staff and PSA Counselor as appropriate to determine what adjustments are necessary.

Possible reasonable accommodations, implemented on a case-by-case basis, may include but are not limited to:

- *Hall passes for bathroom use as needed;
- *Ensuring classes are scheduled in accessible locations;
- *Allowing elevator access if needed and possible;
- *Additional time for passing periods, nutrition, and lunch;
- *Alternative activities in P.E. when requested by student and/or their medical provider;
- *Assignment to school-based Independent Study during extended pregnancy-related medical absence;
- *Scheduling flexibility whenever possible to enable full participation and reduce school absences due to medical concerns;



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- *Reduced schedule of classes or contacts for medical complications;
- * Providing a reasonable amount of time to accommodate a student's need to express milk or breast-feed an infant child;
- * Access to private and secure room with a power source to express breast milk or breast-feed an infant child and a place to store expressed breast milk;
- *Alternative educational options may be explored when appropriate (e.g., Carlson Home/Hospital School, City of Angels, Virtual Academy, McAlister, and/or providers outside L.A. Unified) if student and parent/guardian request.

Schools shall refer to Title IX of the Educational Amendment of 1972; [BUL-2060](#), *Pregnant and Parenting Students Educational Rights*, dated March 11, 2019 and [BUL-2521](#), *Title IX Policy/Nondiscrimination Complaint Procedures*, August 14, 2020. For additional assistance, contact Pupil Services (213) 241-3840 or Nursing Services (213) 202-7580

F. Emancipated Minors

Some minors have legally become adults prior to age 18. This includes minors on active duty with the armed forces of the United States, have received a Declaration of Emancipation from a judge, or are married. By law, a person under the age of 18 who has entered a valid marriage or has established a valid domestic partnership is an Emancipated Minor, even if the marriage or domestic partnership has been dissolved (Family Code - section 7002). Emancipated minors are not exempt from the Compulsory Education Law and must attend school. Emancipated minors are also not exempt from child labor laws. Emancipated minors can self-enroll. If enrolling in another educational program, emancipated minors may initiate their own request to withdraw.

G. English Learners (EL)

Students may remain in a comprehensive high school until requirements are met or through the age of 21, as long as satisfactory progress is maintained (Refer to the Master Plan for English Learners).

All L.A. Unified schools shall:

1. Immediately enroll all students under age 18. Schools may enroll students over the age of 18 who present themselves at the school for enrollment. Refer to Section I. Eighteen (18+) Year Old Students.



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2. Provide support to ensure enrollment without delay (e.g., affidavits, immunization resources).
3. Provide students with sufficient time to meet L.A. Unified graduation criteria and A-G college requirements.

H. Special Education

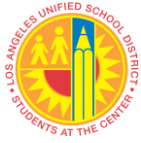
Students with Individualized Educational Plans (IEP) shall be immediately enrolled and placed in a program which provides comparable services to those in their most recent IEP. If the student and parent/guardian do not present a current IEP upon enrollment, staff shall enroll the student without delay and contact the student's previous school to obtain the most current IEP.

When schools do not offer a program which provides comparable services to that offered in the most recent IEP, schools shall provide parents with all mandated enrollment documents and register students in MiSiS. Students will receive services at the school until an assessment and/or 30-day IEP is held and the IEP team determines the offer of Free Appropriate Public Education (FAPE). Best efforts should be given to offer the services at the school of residence or named in the IEP FAPE offer. If at the 30-day IEP the team determines that the school is not the appropriate placement, schools shall use the Special Education Placement Options Portal in MiSiS to identify a school closest to the student's residence that offers an appropriate special education program. Receiving schools shall auto withdraw student from the sending school and place the appropriate enrollment forms in the cumulative record. Receiving schools shall provide to parents/guardians only those enrollment documents that are unique to the receiving school. This will prevent parents from having to fill out an enrollment packet twice.

In summary, if schools do not offer an appropriate curriculum type, setting and/or grade span, schools shall:

1. Register the student in MiSiS
2. Schedule a 30 day IEP to discuss placement
3. Serve the student with comparable special education supports pending the outcome of the IEP meeting.

Prior to the beginning of the school year, all schools are responsible for identifying incoming students with disabilities who are eligible for transportation services per the IEP and facilitate their enrollment. Please use the Transportation



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Request Form located on the Division of Special Education website to request transportation activation upon enrolling students eligible for transportation.

Students with IEPs shall be provided with special education services, regardless of whether or not the child is vaccinated (or whether or not vaccination records are provided), in accordance with Individuals with Disabilities Education Act (IDEA) and other state and federal laws.

By law, students who are eligible for IEPs may attend school until age 22, or until they earn a high school diploma (E.C. section 56026). This law applies to students, birth through 21 years of age, enrolled in or eligible for a program prior to their 19th birthday who have not yet graduated with a high school diploma.

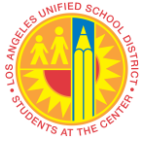
Refer to REF-059713, *Special Education Electronic Policies and Procedures Manual (e-PMM)*, accessible at <https://achieve.lausd.net/Page/14466>. For assistance determining the appropriate placement of a special education student, implementing IEPs, or other related concerns, contact the Local District Special Education Support Center or Special Education Operations.

I. Eighteen (18+) Year Old Students

Students are entitled to a minimum of four full years of high school and may be provided with additional years as required to earn a high school diploma. The California Department of Education allows students over the age of 18 to enroll at the high school of residence to continue their education leading to a high school diploma, if the student has been continuously enrolled in high school and making satisfactory progress as determined by the District. Students 18 and over, if not under a conservatorship or guardianship, may establish their own residence and self-enroll.

All L.A. Unified schools shall:

1. Make every reasonable effort to provide students with four full years of high school study.
2. Not arbitrarily withdraw or deny enrollment to any student from school merely because the student has reached 18 years of age.
3. Discuss options for high school completion with each



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student, based upon an individual review of their circumstances and academic progress to date. If placement at a comprehensive high school is not in the best interest of the student, the principal or designee is responsible for facilitating enrollment in an LAUSD Adult School ([LA Unified's Division of Adult and Career Education \(launifiedadult.org\)](http://launifiedadult.org)) or another program. This must be documented in MiSiS, Counseling Communication. Additionally, when referring outside of the comprehensive high school, the principal or designee shall document all information and resources provided to the student and/or parent/guardian on the Student Education Plan (Attachment M). The school shall retain this documentation for five years.

I. L.A. Unified PLACEMENT

The District aims to maintain school stability for all students, therefore, there are certain circumstances that permit enrollment whether or not a student resides within a school's boundaries.

Examples of such special circumstances include, but are not limited to:

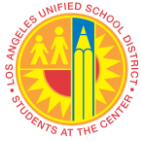
A. District Placement

District Superintendents or designees have the authority to make the final decision on special circumstance placements.

B. School of Origin

Students in foster care, students returning from juvenile justice facilities, or those who are identified as experiencing homelessness may remain in their School of Origin even if they move outside of the residential boundaries of that school site. For additional information refer to section III Targeted Student Populations.

A student who is living in the household of an active duty military service member may continue his/her education in the school of origin regardless of any change of residence during the school year, as long as the child is a child of a military family. The child shall be allowed to matriculate in the feeder pattern. If military status changes, a pupil in grades K-8th may continue through the end of the school year. A high school student may



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continue until graduation. The new school shall immediately enroll the student even if there are fees, fines, or the student does not have the clothing or records normally required for enrollment.

C. School Attendance Review Board (SARB) Placement

The School Attendance Review Board has the authority to make placement recommendations.

D. Opportunity Transfer (O.T.)

An O.T. is issued for remedial and corrective reasons as an alternative means of correction to address student misconduct after prior interventions have failed to bring about proper conduct or when the student's enrollment at the current school presents a safety risk to others. Refer to BUL-6362, *Opportunity Transfer (O.T.) Policy and Procedures*, dated August 14, 2014.

The Opportunity Transfer Bulletin, BUL-6362.0, revises District policy and procedures and provides clear guidelines regarding school or District initiated involuntary transfer of students within the District. This bulletin also includes information regarding the referral and appeal process of the transfer, as well as the documentation requirements in MiSiS.

For further information, contact the Student Discipline and Expulsion Support at (213) 202-7555.

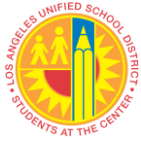
E. Expulsion

When a student is recommended for expulsion, the principal or designee must follow the procedures outlined in BUL-6050, *Expulsion of Students - Policy and Procedures*, dated October 10, 2016. Students who are expelled by other school districts or independent charter schools and reside within LAUSD's attendance boundaries may apply to the District following the admission procedures outlined in the same bulletin.

V. ENROLLMENT CHOICES

A. District K-12 Open Enrollment

Open Enrollment enables TK-12th grade students who reside in Los Angeles Unified the opportunity to apply to any regular, grade-appropriate Los Angeles Unified



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public school that has designated Open Enrollment seats for the next school year. If a school receives more Open Enrollment applications than designated seats, District staff will conduct a random and unbiased computer selection of students to determine who will be placed on a wait list. Families can apply for Open Enrollment seats at apply.lausd.net. Online applicants can track their applications and manage the select/decline process online. If parents prefer paper submission, paper applications are available at all Open Enrollment school sites. Applications are available the first week of May. For Open Enrollment Transfers refer to BUL-086303.0 *K-12 Open Enrollment Transfer for Elementary and Secondary Students* dated March 2, 20202.

B. Magnet Program

A magnet program is a voluntary integration program that provides rigorous, high-quality, theme-based instruction to facilitate student learning and promote academic achievement. This program is administered by Student Integration Services, (213) 241-4177. In order to participate in this program, an application must be submitted and the student must be selected through the Choices process. Applications may be submitted at apply.lausd.net or through the Choices brochure.

C. Permits with Transportation Program (PWT)

PWT is a voluntary integration program available to residents of L.A. Unified who live within a PWT sending school area. This program is only for secondary students and is administered by Student Integration Services, (213) 241-4177. In order to participate in this program, an application must be submitted, and the student must be selected through the Choices process. Applications may be submitted at apply.lausd.net or through the Choices brochure.

D. Schools for Advanced Studies (SAS)

Schools for Advanced Studies, coordinated by Gifted/Talented Programs, Advanced Learning Options, serve as District demonstration sites for innovative and research-based differentiated curriculum and instruction for gifted/high ability learners in multiple categories. Transportation services are not provided. No formal application is required for a qualified student residing within school boundaries since SAS is the



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school site's GATE instructional program for its students. All L.A. Unified students in grades PreK-11 who reside outside school boundaries and who meet one of three eligibility criteria are eligible to apply for SAS participation for the following year. In order to participate in this program, an application must be submitted and the student must be verified and selected through the Choices process.

E. Affiliated Charter Schools

Affiliated Charter Schools are semi-autonomous District public schools that converted to affiliated charter status via a charter petition process. All students that reside in California are eligible to apply to attend an Affiliated Charter School, however, the school must first serve students that reside within the school's former attendance boundary. Applications may be submitted at <https://apply.lausd.net> or through the Choices brochure. If there is more interest in enrollment from non-resident families than there is space available, the school must hold a random public lottery for the remaining spaces. It is not necessary to use the District's permit process to apply or be selected for admission to an Affiliated Charter School. Parents who live in the Affiliated Charter School's attendance boundary do not need to apply and directly contact the school for enrollment.

F. Zones of Choice

Zones of Choice are identified as geographic areas comprised of multiple school options. Matriculating 6th and 8th grade students living within the attendance area of a Zone of Choice may rank their school program selections. Based on student's home address, their home school will be one of the school choices that make-up the residential Zone of Choice. Students residing in a Zone of Choice are eligible to attend any school in the Zone. For more information visit the Zones of Choice website at <https://achieve.lausd.net/ZOC> or <https://apply.lausd.net>.

G. Independent Study

Independent Study (IS) is a voluntary alternative instructional strategy by which qualifying elementary and secondary students may reach District curriculum objectives and fulfill graduation requirements outside of the regular classroom setting (California Education



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Code, Article 5.5, Sections 51745-51749.3 and California Code of Regulations (CCR), Title 5, Section 11700-11703. For more information refer to BUL-6779.2, *Guidelines for Independent Study Programs* dated September 14, 2021.

For more information on Independent Study Options please contact Division of Instruction, Academic and Counseling Services at (213) 241-7510, Counseling Coordinators at Local Districts and/or the Office of Virtual Academy at virtualacademy@lausd.net.

VI. ENROLLMENT PERMITS

- A. Intra-District Permits (LAUSD to LAUSD school)
Intra-district permits are available to LAUSD residents and may be granted for students to attend an LAUSD school, other than the LAUSD School of Residence. The intra-district permit is a paper application. Applications for the upcoming school year may be submitted after February 1st and have no closing date. Initial permit applications require the approval of the two LAUSD schools involved. For subsequent years, only the administrator at the requested LAUSD school is required to sign off on the permit renewal. Intra-district permits may be cancelled, revoked, or denied at the end of the school year.

Parents can download the application from the Office of Permits and Student Transfers website at studentpermits.lausd.net or request a copy from any LAUSD school.

For more information, refer to BUL-5347.1, *Intra-district Permits (School to School) and Student Transfers in Elementary and Secondary*, dated June 10, 2013.

- B. Inter-District Permits (Incoming from Another School District)

Incoming inter-district permits may be granted for students who reside outside of L.A. Unified boundaries. The Office of Permits and Student Transfers (OPST) is responsible for reviewing and processing all inter-



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district permit requests. The application for incoming permits opens annually on February 1st for the upcoming school year and has no closing date. LAUSD schools may provisionally enroll incoming students, pending completion of the permit process. Students are not required to re-apply yearly unless they are changing schools or matriculating to the next school level. Inter-district permits are valid for the time the student is attending the requested LAUSD school.

C. Inter-District Permits (Outgoing to Another School District)

Outgoing inter-district permits may be granted for students who reside within L.A. Unified boundaries. These permits are processed through the OPST. The application for outgoing permits opens annually on February 1st for the upcoming school year and closes on April 30th for all permit types other than parent employment.

Parents should be directed to apply on-line for an incoming or outgoing inter-district permit at studentpermits.lausd.net.

For more information, refer to [BUL-5341.3](#), *Inter-district Permits (District to District) and Student Transfers in Elementary and Secondary School*, dated February 8, 2021.

VII. PROGRAMS

Students are subjected to Compulsory Education Law starting at 6 years of age. However, once enrolled in school, parents/guardians are accountable to the school and the District's attendance policy.

A. Kindergarten

Kindergarten students may not be enrolled in kindergarten unless they are five years of age on or before September 1st. Schools shall enroll kindergarten students even if they enroll late in the school year (E.C. 48000). It is not permissible for schools to place students on a waiting list for kindergarten. For more information, refer to in [BUL-5708](#), *Transitional Kindergarten, Kindergarten, and 1st Grade Entrance Age Requirements, Verification of Birth Date, and Placement*



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Forms, dated August 7, 2018, Entrance Age Requirements Quick Reference Chart, or the ETK – 1st Grade Level Placement Chart.

Kindergarten continuance is defined as more than one school year in kindergarten. A parent/guardian who agrees their child is to continue in kindergarten must sign the *Kindergarten Continuance Form* (Attachment U). For more information, please refer to [REF-6756.1](#), *Kindergarten Continuance (Including Kindergarten Retention): Parental Agreement for Pupil to Continue in Kindergarten for an Additional Year*, dated February 8, 2021

To support schools in programming ETK, TK, Kindergarten students appropriately, the following table provides guidance for MiSiS enrollment, grade assignments, and kindergarten continuance/retention.

Grade in 2020-21	Grade in 2021-22	<u>Disallowed</u> in 2022-23	Reason
	TE	TE	TE grade level may not be repeated. Student must be promoted to K in 2022-23
	TE	TK	TE and TK are both the first year of a 2 year Kindergarten program; therefore, student must be promoted to K in 2022-23
	TK	TK	TK grade level may not be repeated. Student must be promoted to K in 2020-21
TK	K	K	Student may not be placed in a 3 rd year of Kindergarten. Student must be promoted in grade 1 in 2022-



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			23.
TE	K	K	Student may not be placed in a 3 rd year of kindergarten. Student must be promoted in grade 1 in 2022-23

Enrollment Reminders Related to Kindergarten Continuance

1. A Kindergarten-aged student can only be enrolled in TK if a completed, signed Kindergarten Continuance form is available.
2. A first-grade age eligible student may only be enrolled in Kindergarten if they have no prior TE or TK enrollment.

Focus Dashboard Monitoring Report

School administrators and staff are encouraged to access the Elementary Schools Retention Warning on the FOCUS dashboard. The report is accessible under the summary tabs on the FOCUS dashboard.

1. Prior to the start of the school year, the report should be used to:
 - a. Identify any kindergarten students who were appropriately retained, but who are missing the completed, signed Kindergarten Continuance form. These forms should be completed prior to the first day of attendance
 - b. Modify grade or class placement for students who are not eligible to be retained (e.g., students who attended ETK or TK prior to being retained at the end of Kindergarten). Utilize the SSPT process to ensure appropriate academic supports are in place for students in the corrected grade assignment.
2. Prior to norm day, administrators should share the report with the Kindergarten teachers and office personnel:
 - a. Identify any Kindergarten students who were appropriately retained, but who are missing the completed, signed Kindergarten Continuance form. These forms should be completed prior to the first day of attendance.
 - b. Modify grade or class placement for students who are not eligible to be retained (e.g., students who



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attended ETK or TK prior to being retained at the end of Kindergarten). Utilize the SSPT process to ensure appropriate academic supports are in place for student in the corrected grade assignment.

Kindergarten Retention MiSiS Certify Rule

The school enrollment designee will review certify messages indicating that retained students are missing the Kindergarten Continuance for date in MiSiS. The designee must ensure that the completed, signed for in on file in the students' cumulative record and that the completion date is entered in MiSiS. For instructions on how to clear Kindergarten retention certify messages, refer to [ENR 020-0320](#)

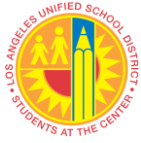
B. Transitional Kindergarten (TK)

To comply with Education Code section 48000, TK classrooms or combination classes of kindergarten and TK must be made available at all elementary schools that have kindergarten students enrolled.

Enrollment in TK must be available to families throughout the school year. The TK program is not an optional program offering. TK students must be enrolled in their school of residence, subject to the space and program limitations as noted above, just as it is required for kindergarten students. If a TK student who meets the age requirement seeks to enroll after the school year begins, the school of residence has an obligation to enroll the student. It is not permissible for schools to carry waiting lists for TK space. The TK class is year one of a two-year kindergarten program. The TK program is for eligible students with birth dates on and after September 2nd through, and including, February 2nd. For more information, please refer to REF-5777, *Transitional Kindergarten Implementation*.

C. Expanded Transitional Kindergarten (ETK) Implementation

This program is intended to provide an alternative program in selected schools. The California Education Code (EC) requires public school districts or charter schools to provide the Expanded Transitional Kindergarten (ETK) program to a child who will have their fifth birthday between September 2nd and September 1st of the same school year. For additional information, see Assembly Bill 130 (AB 130) or contact the Local District's Early Education Director.



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Priority order for enrollment is based on the order of ADA reimbursement as follows:

- Priority Enrollment 1 – Children who turn five between September 2-February 2 of the same school year
- Priority Enrollment 2 – Children who turn five between February 3- September 1 of the same school year

VIII. RESIDENCE CHANGES AND INCCURATE /SUSPICIOUS/FALSE ADDRESS

All pupils must attend their school of residence unless a current, valid permit is on file or accepted by open enrollment. Some exceptions to residency requirements apply for students on permits and/or special student populations (refer to Section III. Targeted Student Populations and Section VI. Enrollment Permits).

Schools are responsible for proper enrollment of all students, including verifying residency information and ensuring permit policies are followed. Any change of address must be reported by the parent to the appropriate school office, in writing, within 30 days of such a change (see Parent Handbook)

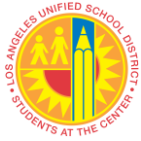
A. School Error; District Students Residing Outside of School Boundaries

When a student is enrolled, despite providing an address which is outside the school's attendance area, but within L.A. Unified jurisdiction, and the error is not discovered within the first three weeks of the school year, the school shall give the parent/guardian the option of:

- Transferring the student to the School of Residence, or
- Having the student continue at the current school for the remainder of the semester using a Continuing Enrollment Permit.

B. Failure to Report Change of Address

A family's failure to report in writing, a change of address within 30 days, shall be a cause for forfeiture of the right to a Continuing Enrollment Permit as described in Section VI, provided that the school meets its responsibility regarding residence verification as outlined in Section I. Registration, A. Residency Requirement. Principals have the discretion to withdraw the student. Once a parent presents satisfactory proof of residence, the verification process shall be considered complete.



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C. Investigating False or Suspicious Addresses

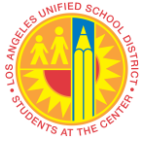
When school officials have reason to believe that the address provided by the parent/guardian is incorrect, or was falsely reported, every effort must be made to ascertain the correct information. School staff have the right and obligation to conduct a thorough investigation (due diligence) for the principal to take appropriate action. Students should not be withdrawn because address information is unknown. Students shall remain enrolled during the investigation process.

School staff shall review the student's enrollment documents and determine what proof of residence was provided upon enrollment. If the *Affidavit to Verify Residence* (Attachment C) was submitted upon enrollment, ensure that the procedures outlined in Section I. Registration, A. Residency Requirements. If the procedures were not followed, and the student has been enrolled for 60 days or more, then the parent/guardian shall be given the option of:

- Transferring the student to the School of Residence, or
- Having the student continue at the current school for the remainder of the semester using a Continuing Enrollment Permit.

If the *Affidavit to Verify Residence* (Attachment C) was submitted upon enrollment, and the procedures outlined in Section I. Registration, A. Residency Requirements were followed accordingly, then investigation (due diligence) shall proceed as follows:

- Contact the parent/guardian by telephone and send a *Verification of Residence Follow-up Letter* (Attachment E).
- When mailing a letter, be sure to write "Do Not Forward – Address Correction Requested" on the envelope. Inquire about possible change of residency and request updated information if indicated.
- If a letter is returned with forwarding information, proceed to Section VIII. Residence Changes and Inaccurate/Suspicious/ False Addresses, E. Response to Investigation.
- If a letter is returned undeliverable, but without forwarding information, the school must attempt to contact the parent/guardian to determine accurate



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information. If the parent refuses to provide such information, the school shall exhaust all efforts to investigate as outlined in this Guide.

- Conduct a home visit to establish residency at either the current or previous addresses. Any certificated school staff member can conduct home visits [e.g., School Administrator, Pupil Service and Attendance Counselor (PSA), Guidance Counselor, Psychiatric Social Worker (PSW), School Nurse, Teacher].
- If attempts to contact the parent are unsuccessful, search MiSiS in the Advanced Search screen for siblings by entering the Caregiver's First and Last name. Review address information for siblings and consider mailing letters or conducting home visits using those addresses, if different.
- Surreptitious photographing or videorecording of pupils who are being investigated is prohibited. In accordance with Education Code (EC) § 48204.2, "surreptitious photographic or video-recording" means the covert collection of photographic or video graphic images of person or places subject to an investigation. For purposes of this paragraph, the collection of images is not covert if the technology is used in open and public view.

Document all due diligence efforts in the student's MiSiS Contact Log. If additional support and guidance is needed, consult with the Local District PSA Field Coordinator or the L.A. Unified Office of General Counsel.

D. Public Documents/Electronic Databases for Verification of Student Address

There are special circumstances under which a parent/guardian may be reluctant or refuse to give their address of residence. If this occurs, the parent/guardian shall be referred immediately to a school-site administrator for assistance. The family may be experiencing homelessness or residing in a domestic violence shelter. Both circumstances require sensitivity and confidentiality. Refer to BUL 1660.0 *California Confidential Address Program Implementation*, dated October 5, 2015.

E. Response to Investigation

When a new address is obtained, it must be immediately entered into MiSiS. If the address corresponds to a different L.A. Unified school, the administrator shall attempt to conference with the parent/guardian to determine special circumstances or a



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transfer to the school of residence, if appropriate. The administrator shall ensure the educational continuity for each student and determine if students will remain in school of attendance, pursue continuing enrollment permit or transfer to school of residence.

If the new address is located outside of L.A. Unified boundaries, and the student does not already have an Inter-district permit, the student must be referred to the Office of Permits and Student Transfers immediately. Charter schools are excluded from this requirement and can keep students outside of L.A. Unified boundaries without contacting the Office of Permits and Student Transfers.

If it is determined after due diligence that the parent/guardian provided inaccurate information regarding their place of residence from the initial time of enrollment, the administrator must request a meeting with the parent/guardian to notify them that the student shall be immediately transferred to the School of Residence. Refer to Section VIII. Residence Change and Inaccurate/Suspicious/False Addresses, C. Investigating False or Suspicious Addresses. The student shall not be eligible to receive any type of permit at the school where the falsification or inaccuracy occurred until the conclusion of that semester, plus one additional semester.

If a parent refuses to attend the requested meeting, the Administrator may transfer the student to the School of Residence and shall mail the *Moved, False Address, Forfeiture of Permit Form* (Attachment N) notifying the parent/guardian that their residence information has been discovered and the student must be enrolled in the School of Residence. If the parent fails to reply to the request to pick up their child's transfer, the school may complete the withdrawal and send the MiSiS Student Transfer Form (formerly known as the PAR) home with the student. If the residence information is false and the student is no longer in attendance (ten or more consecutive days absent), the school administrator must use due diligence efforts to exhaust all investigative procedures outlined above to determine the student's actual address before a determination to withdraw the student can be made. After exhausting all due diligence efforts and documenting in the student's MiSiS Contact Log, the school administrator shall consult with the Local District Pupil Services and Attendance Coordinator or other



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appropriate District official, to determine if withdrawal of the student is appropriate.

IX. ATTENDANCE ACCOUNTING PROCEDURES FOR COMPREHENSIVE SCHOOLS

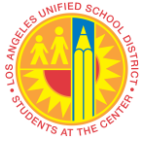
Principals are responsible for ensuring that student attendance is recorded daily, accurately, and in a timely manner for all students in all class periods. Teachers are required to submit and certify attendance in MiSiS every day for each class during the first 15 minutes. Schools shall provide all teachers with the paper *Five Column Rosters* at the beginning of each semester, for each class period. School office shall retain a master copy of the *Five Column Rosters*, generated from MiSiS at the beginning of each semester, and periodically as needed.

The Attendance Not Submitted and Teacher Discrepancy (secondary schools only) reports shall be generated at least once per day to verify that all attendance has been submitted, is accurate, and followed-up on as needed.

If teachers cannot submit attendance in MiSiS, attendance should be recorded on a printed *Five Column Roster* report, adding the names of any students not listed, and crossing out the names of any dropped students; the report must be signed and dated. If attendance is not submitted in MiSiS by the teacher on the same instructional day, the paper record must be retained in the office for five years. In addition, principals must ensure that substitute teachers have access to the *Five Column Rosters*, MiSiS, and any other tools that might be necessary to submit attendance as required. Refer to the MiSiS Resources and Job Aid, “Manage Educator Absences and Substitute Slips” <http://achieve.lausd.net/Page/6104> .

All teachers shall:

- Accurately submit and certify attendance in MiSiS every day for every class period during the first 15 minutes of class.
- Record students as present, absent, tardy or left early, including reason code and time in/out in MiSiS as appropriate.
- Record attendance on a printed *Five Column Roster* if unable to take attendance, due to MiSiS technical issues, on the same day of instruction. Teachers shall add the names of any students not listed on their *Five Column Roster* and cross out the names of any students dropped from their class and sign and date the report.



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Schools shall not retroactively input attendance in MiSiS without retaining the corresponding paper attendance records, as this may affect audits and misrepresent Average Daily Attendance (ADA). Falsely claimed ADA may result in an audit finding and disallowance of the ADA. All classroom-based students must be physically present in class in order to be marked present.

Students who are enrolled in an independent study program receive attendance credit based on the time value of work submitted. All attendance records must be updated and accurately reported in a timely manner.

All updates to attendance will be included in the statistical reports for the year so long as the updates are completed by the week following the last instructional day of the school year.

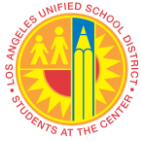
Attendance records may not be changed after June 30th of each school year. Should there be a need to update prior year records, schools shall first consult with their Local District Pupil Services and Attendance Office.

A. Taking Attendance During Loss of Connectivity

Due to occasional lapses of internet connectivity or MiSiS functionality, principals shall provide all teachers with printed *Five Column Rosters* at the beginning of each semester, updated periodically as needed, and anytime MiSiS is unavailable. Teachers may also generate these reports if desired. School office staff shall also retain a master copy of the *Five Column Rosters* for all classes and generated periodically.

Teachers shall report connectivity or system functionality problems immediately to the designated school office, which shall take appropriate steps to investigate the issue and report to the ITD helpdesk (213-241-5200) if required. Teachers shall then take attendance on a printed *Five Column Roster*, adding the names of any students not listed and crossing out the names of any dropped students.

If the *Five Column Rosters* are not available, attendance is to be recorded on a blank sheet of paper. The teacher must sign their name and date the paper attendance



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record. The paper attendance record shall be used to enter the information into MiSiS as soon as connectivity is restored. If connectivity does not return on the same day as the outage, secondary principals shall designate an office clerk to receive all written attendance records and promptly input the information as soon as connectivity is restored. Paper attendance records must be retained for five school years from their date, unless the school is notified by the Central Office of an audit delay requiring a longer retention period.

B. Attendance and Enrollment Record Accuracy

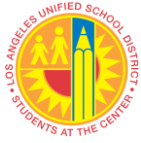
Each school month, all elementary schools shall distribute a Student Monthly Attendance Summary Report (SMASR) to each teacher to review for possible errors and to make necessary corrections to enrollment or attendance information in MiSiS.

C. Absences

Every principal shall require satisfactory explanation from the parent/guardian of a student, either in person or by written note, whenever the pupil is absent a part or all of a school day as per California Code of Regulations (CCR), Title 5, section 306. Absences are defined as excused, unexcused, or non-compliant. Education Code Section 48205 delineates what types of absences may be excused by a person authorized to excuse absences under the California Code of Regulations, Title 5 - Section 421. All absence verification/notes must be maintained for five years for audit purposes.

Valid and excusable reasons for absences include, but are not limited to:

- Excusable absences
 - Student did not pass daily screening process
 - Student had a Positive COVID-19 test
 - Student was tardy due to daily pass screening
 - Student is in isolation due to a positive COVID-19 test
 - Community Engagement (CE) team ordered quarantine due to COVID-19 exposure
 - Attending a pupil's naturalization ceremony to become a United States citizen
 - Active military duty (immediate family member; maximum 3 days)



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- Jury duty
- Illness or injury of pupil
- Illness or medical appointment during school hours of a child of whom the pupil is a custodial parent
- Medical, dental, optometric or chiropractic services
- Mental or behavioral health (absence for the benefit of the pupil's mental or behavioral health)
- Member of a precinct board for an election
- Quarantine
- Funeral of an immediate family member (may include any relative residing with the pupil)
 - 1 day: in state
 - 3 days: out of state and/or country

Although absences for any reason are discouraged, *Administrator Approval of Student Absence* (Attachment Q) may be provided to parents/guardians requesting administrator approval for “justifiable personal reason” absences. Parent/Guardian should provide verification/documentation to support the absence request.

- Administrator Approval -Justifiable Personal Reasons (reason code 5) include, but are not limited to:
 - Court appearance
 - Educational conference offered by non-profit organization (legislative/judicial)
 - Employment conference
 - Entertainment industry- no more than 5 consecutive days or maximum of 5 absences per school year
 - Funeral service (extended days)
 - Medical exclusion or exemption
 - District COVID-related procedures or process
 - Delay caused by a glitch or issues with daily pass Parent uploaded external test within the district timeline but was not cleared on time
 - Observance of religious or cultural holiday, ceremony, or secular historical remembrance
 - Cultural in relation to the habits, practices, beliefs, and traditions of a certain group of people
 - Participation in not-for-profit performing arts organization (maximum 5 days per school year)
 - Pre-arranged mental health services (mental health day treatment)
 - Religious instruction (attend minimum school day



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- no more than 4 days per school month)
- Religious retreat (shall not exceed 4 hours per semester)
- Revoked suspension through appeal procedure
- “Take Your Child to Work Day”

School sites shall retain copies of completed and approved/denied *Administrator Approval of Student Absence* (Attachment Q) in the same location as all other absence notes and maintain them with all absence notes for audit purposes for five years.

- School Bus (reason code SB)
 - This reason code is used and is an excused absence when a student was absent all day due to school bus (LAUSD only) related issues.
 - When used for a tardy or period absence, this reason code is counted as present.

For a description of reason codes for all absences, tardies, and leave earlies, refer to the *Elementary and Secondary Reason Codes* (Attachment O)

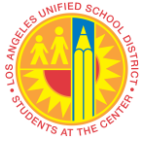
Apportionment Absences

The following reasons are approved by California Department of Education as classroom absences that generate attendance for apportionment (Average Daily Attendance or ADA) purposes:

- Field Trip (FT)
- Extracurricular (EC)
- Student Government (SG)
- Athletic Team (AT)
- Testing (TP)
- Suspended Class (SC)
- In School Suspension (4I)

Schools shall retain documentation of students’ participation in these activities to support the use of these reason codes for five years. Refer to the *Elementary and Secondary Absence Reason Codes* (Attachment O).

Any absences for reasons other than those listed above are not excused will count toward truancy classification. Excused absences do not count towards the classification of truancy.



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For any student with a history of excessive parent excused absences (reason code 1P), schools may revoke a parent's privilege to excuse absences using the following procedures:

- i. For individual students, schools shall hold a School Attendance Review Team meeting (SART) or parent conference and indicate on the SART contract or via the Excessive Absence Notification Letter that a parent note will no longer excuse the student's absences from school. School personnel may access the most updated contract and letter template in the School Attendance Review Board (SARB) Intervention Guide for Schools on the Pupil Services website under "PSA Staff" <http://achieve.lausd.net/pupilservices>. An Attendance Alert should be entered for the student under their MiSiS profile. To access the most updated instructions on managing Attendance Alerts, visit the MiSiS Resources and Job Aids website <https://achieve.lausd.net/Page/6104>.
- ii. Through a standard, written attendance policy schools may limit the number of absences that may be excused by a parent note (e.g., the school will accept up to 7 parent notes per year and then require additional documentation to verify and excuse additional absences). Schools shall provide site specific attendance policies to parents in writing at least two times during the school year, including at the beginning of the school year.

Once a parent/guardian's privilege to excuse absences by use of a parent note is revoked, all subsequent absences will only be excused by medical note/documentation or by the school nurse or designee. Seek consultation from your Local District Pupil Services Field Office for additional guidance. In addition, schools should also consider the underlying reasons for the absences; for example, if related to a disabling condition under Section 504, that process should be invoked. Seek consultation with the Educational Equity Compliance Office for additional guidance.

D. Absence Verification

Schools are tasked with the responsibility of partnering with parents/guardians to clear all absences, including partial-day absences. Every effort shall be made by the school staff to notify parents/guardians of their child's uncleared absences and steps required to clear all absences.



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Parent/guardian, educational rights holder, students 18-years or older are responsible for providing documentation of an excused student absence (CA Code of Regulations §306).

The reason(s) for an absence may be submitted either in person, by written note, phone, email, or verified by a home visit.

Acceptable methods for parent/guardian, educational rights holder, or students 18-years or older to communicate an absence reason should be documented on LAUSD data systems and are as follows:

- Providing a written notice, signed, and dated by parent/guardians; and/or
- An email from parent/guardian's known email address; and/or
- A phone call from the known parent/guardian. Schools shall ensure to document the phone call with reason from parent/guardian for audit purposes.

Unacceptable methods for parent/guardian, educational rights holder, or students 18-years or older to communicate an absence reason are as follows:

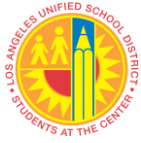
- An email from an unfamiliar account to the school or to the teacher's personal device is not acceptable; and or
- A text message from any mobile device.

Parent/guardian, educational rights holder, students 18-years or older have ten days to submit verification for student absences as stated in the Parent-Student Handbook. If school staff have made and documented reasonable efforts to obtain an explanation for an absence from the parent/legal guardian, educational rights holder,

students 18-years or older and no explanation is received after 10 days of due diligence, school staff may update uncleared absences with absence reason code 0, No Note. Absence reason code 0 will be included in the count towards truancy classification, along with absence reason codes 2 and 3.

Note: All uncleared absences that remain with reason code UC, will be included in the truancy count after 10 days.

Any of the following persons may also verify an absence(s) due to illness or quarantine according to California Code of Regulations Title 5, Sect. 421:



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- A school or public health nurse
- An attendance supervisor (e.g., PSA Counselor)
- A physician
- A principal
- A teacher
- Any other qualified employee of a school district assigned to make such verification.

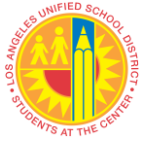
Students are to be readmitted by the office rather than the classroom teacher for all absences that are five or more consecutive days. For absences of five or more consecutive days related to illness, the school nurse or designated staff member is to be consulted and must clear the absence prior to class admittance.

A health-care provider's verification for re- admittance to class is not required, unless the student has a serious medical condition or contagious disease. A student suspected of having a communicable disease will be not readmitted until guidelines for readmission have been met. Guidelines for readmission follow policies set forth by the school district, the state and/or local Department of Public Health and/or Department of Education. Guidance in addressing communicable diseases may also come from the Centers for Disease Control and Prevention (CDC) and national organizations. Examples of re-admittance requiring a health care provider's clearance include but are not limited to hospitalization for any reason, post-surgery, fractures, diphtheria, influenza, Lyme disease, measles, meningitis, pertussis (whooping cough), salmonella and other food-borne illnesses, streptococcal infections, tuberculosis, and West Nile Virus.

For COVID related questions please refer to the Office of COVID Response.

It is strongly encouraged that written permission by the health care provider be obtained for a student following a psychiatric hospitalization and/or drug or alcohol inpatient treatment, prior to returning to school. Refer to BUL-2637, *Suicide Prevention*,

Intervention, and Postvention dated October 28, 2019 and BUL-5799, *Threat Assessment and Management (Student-to-Student, Student-to-Adult)*, dated October 7, 2020.



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Students with prolonged absences due to a serious illness or accident shall be marked absent by their school until home or hospital instructional services begin. Refer to BUL-1229.3, *Carlson Home, Hospital and Home Online Academy Instructional Services (NEW TITLE)*, dated July 2, 2018.

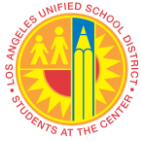
In State compliance audits, the most common finding is discrepancies between absence notes and attendance reported. School staff should not only use the absence notes to enter the reason codes, but also to confirm that the absence is reported correctly in MiSiS. Staff at elementary schools shall confirm that the absent day in MiSiS matches the absence date on the note. In addition to this confirmation, staff at secondary schools should also confirm that if note states that the student was absent for the entire day, all class periods for that student reflect the absence; if not, staff should change the present record to absent. If a student was absent part of the day, (e.g. the student has a leave early starting at fourth period to go to a medical appointment), ensure that the absence note specifies which periods the student missed on that given day. If this information is not clear on the note provided, school staff must add a notation that identifies the absent periods the note is excusing.

E. School Emergency and Mass Absence Procedures School Emergency and Mass Absence Procedures

Students may be absent from school due to a school emergency that impacts both the school and students' residential community as stated in E.C. section 46390. Emergency events can include a natural disaster, a major safety hazard, and/or State of emergency or strike involving transportation to students provided by a non-school entity. This event may result in having absences greater than 10% of the school's enrollment. If a mass absence is due to some event which affects the District as a whole, the District will distribute appropriate guidelines for documentation and response.

The school administrator/designee shall follow the procedures listed below:

- Immediately report the incident to the appropriate Operations Coordinator or Division Head by telephone.
- Document the incident by submitting an Incident System Tracking Accountability Report (iSTAR) at <http://newistar.lausd.net>. Schools should email the Attendance and Enrollment Section to



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AttendanceEnrollmentSection@lausd.net with the iSTAR incident report number that has been generated. In the “Updates” Panel, schools should add a New Update stating that the Attendance and Enrollment notification were made.

- For any updates, return to the iSTAR and add New Update(s).
- Communicate incident information to parents/guardians through the Blackboard Connect notification system and other forms of communication as needed.
- The School Emergency code is an absence code which may only be applied to students who are marked absent. This reason code is entered by the MiSiS System Administrator.

The MiSiS Help Desk shall follow the procedures listed below:

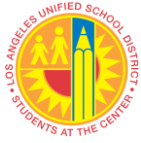
- Contact the Attendance & Enrollment Section of Budget Services & Financial Planning for further details to finalize the school emergency code process.
- Contact the school when the process has been completed.

F. Attendance Document Retention

Pupil records are legal documents. Federal and State laws mandate that school employees protect and maintain the security and confidentiality of pupil records. Refer to BUL-6887, *Pupil Records: Access, Confidentiality, and Notice of Educational Rights*, dated March 6, 2019. State law requires that certain types of attendance documents be filed and stored. Refer to BUL 1077, *Information Protection Policy*, dated July 18, 2017. Principals are responsible for maintaining enrollment and attendance accounting records in accordance with District policy and ensuring that these records are available for audits.

X. ATTENDANCE MONITORING AND ACCURACY

Monitoring attendance taking and ensuring record accuracy are critical to ensuring that students are regularly attending school and abiding by California Compulsory Education Law. There are numerous reports and systems in place that are tools and resources schools should utilize to track student attendance outlined in the *Essential Reports for Monitoring Attendance Taking and Accuracy* (Attachment T). In addition to the reports and systems in place, schools can use the *School Site Quick Reference for Five Column Rosters* (Attachment S).



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- A. California public schools are required to comply with California Education Code Section 32281, which calls for preparing school safety plans relevant to the needs and resources of the school, addressing violence prevention, student and staff wellness, emergency preparedness, and crisis interventions and recovery. The Integrated Safe School Plan online system (<https://issp.lausd.net/>) standardizes the plan across LA Unified schools and guides the preparation of annual updates. Schools customize the plan to meet their needs.

The ISSP is completed using the recommended six-step process advocated in the Federal document, *Guide for Developing High-Quality Operations Plans* (2013). The guide was created and published jointly by the U.S. Department of Education, U.S. Department of Health and Human Services, U.S. Department of Homeland Security, U.S. Department of Justice, Federal Bureau of Investigation, and Federal Emergency Management Agency.

Step 3 in the ISSP requires the entry of one goal for each of the following components:

- Schoolwide discipline plan implementation
- Attendance and dropout prevention
- Threat/hazard
- Emergency function

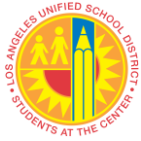
Additional guidance is provided in the ISSP online system.

If additional support and guidance is needed, refer to REF 5511-*Completing and Updating the Integrated Safe School Plan*, dated August 16, 2021 or visit <https://achieve.lausd.net/Page/2643>.

B. Blackboard Connect

Blackboard Connect calls are made on attendance information in MSIS.

- By default, attendance messages from Blackboard Connect are sent twice a day to the parent/guardian of students that have an absence or tardy that day.
- Parents/guardians can designate the telephone number that will receive attendance messages on Blackboard Connect by indicating such on the *Student Emergency Information Form* (Attachment J-3).
- Attendance information is taken from MiSiS at 9:30 a.m. to generate the morning call to the parents/guardians. This call provides parents/guardians an early notification of absence and tardies, so that an effort can be made to get the student to class, if appropriate.



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- The evening call is based on attendance data in MiSiS as of 3:30 p.m. and reflects attendance information for the entire day. Calls are made for all absences and tardies with a reason code 2 (unexcused), 3 (non-compliant), UC (Uncleared) and/or 0 (No Note).

It is important that schools accurately submit attendance and make all necessary updates prior to these two times to communicate correct information to parents/guardians and to minimize unnecessary inquiries.

- Designate appropriate staff member(s) to make personal phone calls to parents/guardians when students are absent.
- Principals should encourage classroom teachers to call home to inquire about students' chronic absences.

C. Notification of Truancy (NOT)

It is recommended that designated staff clear absences on daily basis or weekly throughout the school year to ensure that only students who qualify receive a NOT letter. Schools should regularly generate the MiSiS Uncleared Absence Report to identify students with uncleared absences to obtain verification for absence from parents/guardians.

Unexcused tardies and leave earlies of 30 minutes or more must be verified by the school site and if unexcused, coded with a reason code 3, otherwise they will not count toward truancy classification.

For more information refer to School Attendance Review Board (SARB) Intervention Guide for Schools on the Pupil Services website under "PSA Staff" <http://achieve.lausd.net/pupilservices>.

XI. WITHDRAWAL PROCEDURES

Students are expected to be enrolled and attend school on all assigned school days according to state law. Schools shall not send students home, conduct mass checkouts, force outs, push outs, or withdraw students early. Examples of other prohibited practices include:

- Finalizing grades prior to the end of a semester
- Mass check-outs based on age
- Withdrawing students prior to the end of the school year or semester
- Withdrawing students to prevent participation in testing
- Withdrawing students because of discipline and/or attendance issues
- Withdrawing students who are not on track to



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culminate/graduate or are failing classes

The withdrawal of a student from elementary and secondary schools may be initiated by:

- Parent/guardian
- 18-year-old student
- Emancipated minor
- Appropriate school site administrator (e.g., Opportunity Transfer)
- School Attendance Review Board (SARB)
- District Operations
- District Administrative Office
- District Headquarters (e.g., Expulsion)

A. Reasons for Withdrawal

Parent/guardian withdrawal requests are not automatically granted. For the most updated list of withdrawal codes (L Codes) visit the MiSiS Resources and Job Aids website <http://achieve.lausd.net/Page/8061>.

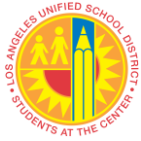
A student may be withdrawn from the school of residence if the parent/guardian presents documentation verifying a change in residence, and the new address belongs to a different school. If the exact address is not available, but it is known that the student will reside in the boundaries of a different school district (e.g. out of state, out of country, or within CA but outside of L.A. Unified boundaries), school staff shall document the city and state to which the student is moving and proceed with student withdrawal. Utilize the Parent Assurance Letter and make a copy of the parent/caregiver's identification card.

- Enrollment in an Alternative Education Program

A student may be withdrawn upon presenting proof of being accepted into an alternative educational program. Examples include continuation schools, charter schools, Los Angeles County Office of Education (LACOE) schools, independent study programs, and Accelerated College and Career Transition (AC²T) Program.

- Whereabouts Unknown

Schools shall make every effort to locate students with excessive consecutive absences and exercise due diligence, including sending the *Not Attending, No Show, Not Enrolled Letter* (Attachment V) home, placing phone calls to all known contact numbers for the student's



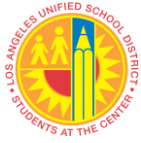
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caregiver(s) and emergency contact(s), and conducting home visits (by a certificated staff member). All due diligence efforts must be documented in MiSiS Student Contact Log. Students should continue to appear on MiSiS rosters unless they are enrolling in another educational option. Teachers shall continue to record accurate daily attendance. Once all due diligence efforts have been exhausted to locate the student, the school may withdraw the student. If school staff is able to locate the absent student, designated school staff shall implement strategies to re-engage the student and family with the goal of returning the student to regular attendance or referring to an appropriate alternative educational program, if indicated.

Designated school staff shall continue to search for and attempt to reenroll all students who have been withdrawn with a Whereabouts Unknown reason. School personnel shall document all efforts to contact, locate, and re-enroll students in the MiSiS Contact Log.

If a parent or guardian notifies school staff that a student has left home without parent's consent and the student's whereabouts are unknown, school personnel shall:

- Advise the parent/guardian to file a police report if this has not already been done.
- Maintain the student's active enrollment status, allowing for the student to return without an interruption in enrollment. School administrator or designee should exhaust all due diligence efforts in attempts to locate the student (e.g. verbal and/or written communication with the family, checking CALPADS). After exhausting all due diligence efforts and documenting in the student's MiSiS Contact Log, the school administrator may consult with the Local District Pupil Services and Attendance Coordinator or other appropriate District official, to determine if withdrawal of the student is appropriate.
- Notify parents/guardians of their responsibility to inform the school of any updated information.
- Re-enroll the student immediately upon the student's return
- Upon receiving records of student's enrollment in another school district, it is the school's responsibility to update record to correct leaver code in MiSiS.



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Students withdrawn with a Whereabouts Unknown reason will appear on the *Grade 7-12 Graduate and Dropout Four Year Report* (MiSiS Priority Alerts for Attendance and Enrollment Scorecard) and negatively affect Dropout Rate and Graduation Rate at the last school of attendance.

B. Secondary and Elementary Student Withdrawals

Parent/guardian must sign and submit the *Parent Assurance Letter* (PAL) (Attachment P). School staff shall document as much information as possible, including:

- New school name and address
- New home address
- Working phone number
- Emergency contact name, relationship and phone number.

The withdrawal date should be the last day of attendance to avoid duplicate enrollment. The PAL is the official form used to document withdrawal, transfer, and other student movement. Student withdrawals should not be withheld due to a student owing textbooks or materials. The original PAL must be placed in the student's cumulative record and a copy filed in a designated office where it can be accessed if the student appears on the school's *Grade 7-12 Graduate and Dropout Four Year Report*.

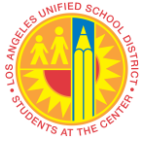
Upon receiving records of student's enrollment in a different school/district, other than the one indicated on the PAL, it is the school's responsibility to update record to correct leaver code in MiSiS.

1. Secondary Student Withdrawals

The *Clearance Form* available on the MiSiS reports, Enrollment Menu, is utilized for teachers to enter final grades from date of withdrawal. This form should be generated by office staff and the student or designee shall carry it to each of the classes in which the student was enrolled to allow the teacher to enter the final grade.

2. Elementary Student Withdrawals

Office staff shall send the Notice of Entrance and Withdrawal (Pink E/L slip) to notify the teacher that the student is withdrawing from the class. The teacher will retain the *Notice of Entrance and Withdrawal* form with the student's absence notes and will them in when the absence



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notes are collected by the office.

Although school attendance for students under the age of six is not mandatory, school staff shall not withdraw an enrolled student for low academic performance, poor attendance, or behavioral/disciplinary reasons. If it is determined by the administrator that a student was enrolled using fictitious age records and information, the school shall:

- Withdrawal the student
- Collect the health information form or official records that have been created for the student
- Document on each record the circumstances that caused the withdraw of the student
- Store all documents in the student's cumulative record
- Contact the Attendance and Enrollment Section at AttendanceEnrollmentSection@lausd.net to receive instructions on how to amend the statistical report, classification report, Grade Span Adjustment and other pertinent reports. Refer to BUL-5708, *Transitional Kindergarten, Kindergarten, and 1st Grade Entrance Age Requirements, Verification of Birth Date, and Placement Forms*, August 7, 2018.

XII. DOCUMENTATION OF SERVICES, CONTACT AND/OR INTERVENTIONS

State and federal laws strictly regulate the rights and obligations regarding access to and disclosure of pupil record information and an individual's health information (Family Educational Rights and Privacy Act, (FERPA), 20 U.S.C. Section 1232g; California Education Code Sections 49060 et seq., 49073 et seq. and The Federal Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). Refer to BUL-1077 *Information Protection Policy* issued July 18, 2017 and BUL-2469 *Pupil Records: Access, Confidentiality, and Notice of Educational Rights* issued April 24, 2006.

It is the policy of the L.A. Unified to protect sensitive student information. All District employees shall uphold both FERPA and HIPAA when documenting student information and accessing and/or sharing pupil records. Therefore, it is important that District employees understand the appropriate ways to document student information in MiSiS.

MiSiS should be used for recording contact with student's



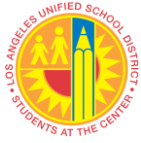
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parents/guardians, counseling communications, student discipline as well as intervention data. Information documented in MiSiS becomes part of the pupil records. Upon request or subpoena, parents/guardians may have access to student records. School staff is required to utilize the MiSiS Student Support Module to record and track student counseling services and discipline authorized by the California Education Code (E.C.) including any actions and prior interventions taken in response to student misconduct.

In addition, schools are required to utilize the records, provide data-driven interventions, and develop solutions and strategies to effectively address student behavior. This applies to all L.A. Unified schools including comprehensive schools, affiliated charters, and alternative programs such as Educational Options. Administrators and school principals are responsible for making sure that school staff is provided with clear guidance and supported with mandatory trainings in order to appropriately utilize the system and accurately document and maintain student records.

Procedures for documenting in MiSiS are as follows:

- **Entering a Counseling Communication**
Counselors and principals can enter a Counseling Communication when contact is made with a student(s) regarding a counseling issue. Individual Counseling Communications can be entered through the student profile or in mass using the Advanced Search > Action > Manage Counseling Communications. For a step-by-step guide, refer to the MiSiS Job Aid [*Entering a Counseling Communication*](#).
- **Entering an Intervention**
Teachers can enter intervention(s) for students on their roster using the Teacher user role portal. Principal's designated staff (Administrator/Designee) can enter intervention(s) for a referred student. Users are to accurately enter applicable information on the "Intervention" screen under the Student Profile, Support tab for the selected student. The date and time need to be updated to match when the incident occurred. The "Comments" field must be used to describe incident-related relevant information. The description of the behaviors and/or actions must be based on facts, not subjective information. For a step-by-step guide, refer to the MiSiS Job Aid, [*Entering and Viewing Prior Interventions*](#).



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- **MiSiS Contact Log**
The MiSiS Contact Log should only be utilized to document general and non-sensitive information (e.g., contacts, home visits, written communication, and any attempted contact). MiSiS Contact Log should not be used for documenting counseling communication nor intervention. Confidential detailed information should not be documented in Contact Log. For a step-by-step guide, refer to the MiSiS Job Aid, [Entering a Contact Log](#).

For more information refer to BUL-5808 *My Integrated Student Information System (MiSiS) Student Support Module Required Usage* dated May 30, 2017.

RELATED RESOURCES:

- To access related resources, refer to [MyLAUSD/eLibrary](#)
- BUL-999.13, *Responsibility Use Policy (RUP) For District Computer and Network Systems*, March 5, 2019
 - BUL-1229.3, *Carlson Home, Hospital and Home Online Academy Instructional Services*, dated July 2, 2018
 - BUL-1660.9, *Immunization Guidelines for School Admission*, dated August 16, 2019
 - BUL-2060.2, *Pregnant and Parenting Students Educational Rights*, dated March 11, 2019
 - BUL-2521, *Title IX Policy/Nondiscrimination Complaint Procedures*, August 14, 2020
 - BUL-086303.0, *K-12 Open Enrollment Transfer for Elementary and Secondary Students* dated March 2, 2020
 - BUL-3585.6, *Oral Health Assessment for Kindergarten or First Grade*, dated August 1, 2016
 - REF-5259.2, *Use of New Student Enrollment Form*, dated August 3, 2020
 - BUL 5341.3, *Inter-district Permits (District to District) and Student Transfers in Elementary and Secondary School*, dated January 22, 2013
 - BUL 5347.1, *Intra-district Permits (School to School) and Student Transfers in Elementary and Secondary*, dated February 8, 2021.
 - BUL- 5509.3, *Resitution Procedures for the Loss or Damage of School Property for Students*, dated July 25, 2018
 - BUL-5708.2, *Transitional Kindergarten, Kindergarten, and 1st Grade Entrance Age Requirements, Verification of Birth Date, and Placement Forms*, Dated August 7, 2018
 - REF-5777.6, *Transitional Kindergarten Implementation*, dated April 29, 2021



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- BUL-079501.1, *Graduation Requirements for the Classes of 2020-2025*, dated March 14, 2022
- MEM-6866.4, *Middle School Placement, Curriculum, Scheduling and Staffing for English Learners for 2021-22*, dated September 27, 2021
- BUL-6050.2, *Expulsion of Students-Policy and Procedures*, dated October 10, 2016
- BUL-6303, *Student Emergency Information Form*, dated June 16, 2014.
- BUL-6362.0, *Opportunity Transfers (O.T.) Policy and Procedures*, dated August 14, 2014
- REF-041180.2, *Migrant Education Program for Elementary and Secondary Schools*, dated March 29, 2021
- REF-059713.0, *Special Education Electronic Policies and Procedures Manual (e-PPM)*, October 16, 2018
- 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
- REF-6756.1, *Kindergarten Continuance (Including Kindergarten Retention): Parental Agreement for Pupil to Continue in Kindergarten for an Additional Year*, dated February 8, 2021
- BUL-6591.0 *California Confidential Address Program Implementation*, dated October 5, 2015
- REF-6885.4, *Certify Data Tool Policy and Procedures*, dated August 2, 2021
- BUL-5703.4- *Name and/or Gender of Pupils for Purposes of School Records*, dated August 30, 2021
- MEM-6860.4- *Chronological Age Calculator 2021-2022*, dated October 11, 2021
- BUL-5977.6, *Staffing Recommendations for Certificated and Clerical Personnel at Elementary Schools*, dated September 17, 2019
- BUL-5978.6, *Staffing Recommendations for Certificated and Clerical Personnel and Middle Schools*, dated September 17, 2019
- BUL-5979.6, *Staffing Recommendations for Certificated and Clerical Personnel at Senior High Schools*, dated September 17, 2019
- BUL-5980.6, *Staffing Recommendations for Certificated and Clerical Personnel at Options Schools*, dated September 17, 2019
- BUL-5981.6, *Staffing Recommendations for Certificated and Clerical Personnel at Magnet Centers and Magnet School*, dated September 17, 2019
- BUL-5808.4, *My Integrated Student Information System (MiSiS) Student Support Module Required Usage*, dated May 30, 2017
- BUL-048092.0, *K-12 Open Enrollment Transfers for Elementary and Secondary Students*, dated April 3, 2018
- BUL.6779.2, *Guidelines for Independent Study Programs*, dated



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September 14, 2021

- REF 6595.5 or 041580.4 *Expanded Transitional Kindergarten (ETK) Implementation*, dated July 1, 2019
- BUL-1077.2, *Information Protection Policy*, dated July 18, 2017
- REF-066500.0, *Refugee Educational Support Program*, dated March 7, 2019
- BUL-6887.1, *Pupil Records: Access, Confidentiality, and Notice of Educational Rights*, dated March 6, 2019
- REF-5511, *Completing and Updating the Integrated Safe School Plan*, dated August 16, 2021
- BUL-2637.4 *Suicide Prevention, Intervention, and Postvention*, dated October 28, 2019
- BUL-5799.1, *Threat Assessment and Management (Student-to-Student, Student-to-Adult)*, dated October 7, 2020
- BUL-2469 *Pupil Records: Access, Confidentiality, and Notice of Educational Rights* issued April 24, 2006.

ASSISTANCE:

For assistance or further information, please contact or visit:

- Student Health and Human Services at (213) 241-3840
- Office of Pupil Services and Attendance at (213) 241-3844
[link/schoology](#)
- Local District Pupil Services and Attendance Coordinators
- Office of Data and Accountability at (213) 241-2460
- For MiSiS questions, contact the ITD Service Desk at (213) 241-5200 or <http://techsupport.lausd.net/>



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENTS:

- A MiSiS Opening of School Year Checklist
- B Guidelines for Verification of Residence
- C Affidavit to Verify Residence Form
- D Affidavit of Temporary Residence
- E Verification of Residence Follow-Up Letter
- F Affidavit for Proof of Age of Minor
- G Affidavit of Parent/Legal Guardian Identification
- H Optional Area Decision Form (English/Spanish)
- I Caregivers Authorization Affidavit
- J Student Enrollment Document Checklist
- J-1 Office Checklist for Student Enrollment
- J-2 Student Enrollment Form
- J-3 Student Emergency Information Form
- J-4 Guide to Immunizations Required for School Entry – Grades TK/K-12 (English/Spanish)
- J-5 Oral Health Assessment/Waiver Request (English/Spanish)
- J-6 Student Housing Questionnaire
- J-7 Title III Immigrant Education Program Questionnaire
- J-8 Migrant Education Program Family Work Questionnaire (English/Spanish)
- J-9 ED 506 Form Indian Student Eligibility Certification Form for Title VI Indian Education Formula Grant Program
- J-10 Parent and Student Notification Rules Concerning Use of Loaned Computing Devices (i.e., Tablets, Laptops) and Related Accessories Assigned to Students and Parent/Guardian Acknowledgement Form Loaned Computing Devices
- J-11 CHAMP Program Brochure (attachment J-12 removed)
- J-13 Responsible Use Policy (RUP)
- J-14 Parent/Guardian Publicity Authorization and Release
- J-15 Refugee Education Support Program Eligibility Questionnaire
- K Student Emergency Information Request Letter (English/Spanish)
- L Grade Placement Chart
- M Student Education Plan
- N Moved, False Address, Forfeiture of Permit (English/Spanish)
- O Elementary and Secondary Reason Codes
- P Parent Assurance Letter
- Q Administrator Approval of Student Absence (English/Spanish)
- R School Attendance: A Guide for Parents (English/Spanish)
- S School Site Quick Reference Five Column Roster
- T Essential Reports for Monitoring Attendance Taking and Accuracy
- U Kindergarten Continuance Form (English/Spanish)
- V Not Attending, No Show, Not Enrolled Letter (English/Spanish)

**MiSiS 2022-2023 Opening of School Year Checklist**

Access	<ul style="list-style-type: none"><input type="checkbox"/> Teachers who have not applied for access to a new location will not be able to take attendance. Remind teachers at new locations to use oneAccess Request System.<input type="checkbox"/> Teachers who have not applied for access to a new location will not appear in the master schedule Sections Editor. Remind teachers at new locations to use oneAccess Request System to reapply at their new location.<input type="checkbox"/> Administrators who have not applied for access at a new location will not have the ability to approve access to school staff. New school administrators need to use oneAccess Request System or send in a MiSiS Access Request Form - School if they have changed locations.<input type="checkbox"/> Principal or administrative designee should monitor staff access. Refer to the oneAccess Staff Management Guide.
Attendance	<ul style="list-style-type: none"><input type="checkbox"/> Period Groups and Meeting Patterns - Schools need to set up their period groups and meeting patterns to reflect the schedule they will be implementing at their school. The first week might look different than the remaining weeks. This set up is critical to attendance taking.<input type="checkbox"/> Elementary schools should set up meeting patterns and period groups for AM/PM classes and those classes that do not meet every day.<input type="checkbox"/> New Dual Language cost centers need to be reminded to do this (the meeting patterns of the host school will NOT automatically apply to the new Dual Language cost center).<input type="checkbox"/> Once all scheduled changes have been completed, print and distribute the Five Column Roster report for all teachers and classes. If unable to submit attendance in MiSiS, record attendance on a printed Five Column Roster report, adding the names of any students not listed, and crossing out the names of any dropped students; be sure to sign and date it. If attendance is not submitted in MiSiS by the teacher on the same instructional day, the paper record must be retained in the office for five (5) years.<input type="checkbox"/> If teachers are absent, be prepared to use the Educator Absence Schedule screen to generate temporary user IDs and passwords for substitutes.
English Learner	<ul style="list-style-type: none"><input type="checkbox"/> Print Master Plan Roster to see which students still need to be assigned a Master Plan Program and ensure appropriate English Learner placement.<input type="checkbox"/> For new enrollees: verify enrollment packet from previous school to determine if the home language survey matches what is in MiSiS (if not matching, contact previous school).<input type="checkbox"/> Print Ready to Reclassify roster and reclassify all eligible students

**MiSiS 2022-2023 Opening of School Year Checklist**

	<p>before administering ELA assessments.</p> <ul style="list-style-type: none"><input type="checkbox"/> Print and review ELPAC Coding Roster to identify which students need an initial ELPAC assessment in preparation for ELPAC Testing.<input type="checkbox"/> Print and review the EL Student Schedule Summary report to determine appropriate placement of EL students.
Enrollment	<ul style="list-style-type: none"><input type="checkbox"/> Refer to REF-6554.4 2019-20 Enrollment and Attendance Procedures, issued by Student Health and Human Services, for LAUSD policy regarding enrolling students.<input type="checkbox"/> Determine school procedures for enrolling new students.<input type="checkbox"/> When searching for a student using Enroll Student search, check the birthdate, parent information, prior school enrollment, and complete name to verify the correct student is being enrolled. <p>Health Information</p> <ul style="list-style-type: none"><input type="checkbox"/> If a new student enrolls at your school, do not enter immunization information into MiSiS until the student has a permanent student ID number. Health screening information can be filled in at any time.<input type="checkbox"/> Students who are returning to your school from the previous school year are not required to provide address verification. Verifications are only required for students who have recently moved into your area to determine their school of residence. Matriculating students from a local feeder school are also not required to provide address verification. Please refer to the reference guide on REF 6554.4 <u>Enrollment and Attendance Procedures: Supplemental Guide and Updates</u>, for the most updated information on Registration and Enrollment Procedures. <p>Transitional Kindergarten Expansion</p> <ul style="list-style-type: none"><input type="checkbox"/> Student must turn 5 after certain date to be eligible. Please see reference guide.<input type="checkbox"/> Enroll student in Grade Level TE. Enrolling in another grade will cause statistical report errors. <p>Transitional Kindergarten</p> <ul style="list-style-type: none"><input type="checkbox"/> Student birthdate should be between certain dates to be eligible. Please see reference guide.<input type="checkbox"/> Enroll student in grade level TK. <p>No Show</p> <ul style="list-style-type: none"><input type="checkbox"/> Identifying No Show Students<ul style="list-style-type: none"><input type="checkbox"/> Run the Attendance Not Submitted Report to verify all teachers have submitted attendance.<input type="checkbox"/> Verify any student who did not pick up their schedule is

**MiSiS 2022-2023 Opening of School Year Checklist**

	<p>marked absent with UC reason code.</p> <ul style="list-style-type: none"><input type="checkbox"/> Run the Master Absence Report to determine who was absent.<input type="checkbox"/> The Teacher Discrepancy Report should be run in order to identify students who were marked absent by all teachers except one. In these cases, students were marked present or attendance was not submitted. Elementary schools do not need to run this report since they only have one period.<input type="checkbox"/> Students who are absent on the first day of school must be marked as a No Show. Refer to MiSiS No Show Job Aid for directions. <ul style="list-style-type: none"><input type="checkbox"/> Every night beginning on July 1st a nightly process will run to remove No Show students. Only students marked absent every period will be processed as a No Show. Students with Attendance Not Submitted or marked present will not be processed.<input type="checkbox"/> The No Show Screen (Enrollment > No Show) and the No Show Report will display a Processed Date. If the student has a processed date the No Show record cannot be deleted.<input type="checkbox"/> Students returning to school after being processed will need to be re-enrolled and re-scheduled. Use the No Show Student Schedule Summary Report to view a no show student's schedule.<input type="checkbox"/> Run the No Show Report to identify students processed as a No Show or who could not be processed as a No Show. Resolve any issues with No Show students who could not be processed.<input type="checkbox"/> Best practice is to create a No Show group and use the Mass No Show functionality on the Action menu in Advanced Student Search. <p>Auto withdrawal</p> <ul style="list-style-type: none"><input type="checkbox"/> When trying to enroll a student who is currently enrolled at another LAUSD school using Automatic Withdrawal, a pop up will state that "Current Enrollment would be deleted" and you will be asked if you want to proceed. Click Ok to proceed with enrolling the student at your site. You are not deleting the record, just transferring it to your school. The Student Enrollment information will show automatically so that you can make changes.<input type="checkbox"/> Generate the Automatic Withdrawal Report to identify students' auto withdrawn by another school.<input type="checkbox"/> Update Withdrawal Codes, Reasons, and Dates as needed.<input type="checkbox"/> Generate E Cast vs. Actual Enrollment Report to determine E Cast Enrollment numbers.<input type="checkbox"/> Generate Emergency Roster.<input type="checkbox"/> Update Parent/Guardian and Emergency Contact information for students based on new emergency card information.
Grades	<ul style="list-style-type: none"><input type="checkbox"/> Make sure that all grades are entered for all students that completed

**MiSiS 2022-2023 Opening of School Year Checklist**

	<p>Summer Term courses.</p> <ul style="list-style-type: none"><input type="checkbox"/> Make sure to order Pressure Sealer forms from the District warehouse if needed, to be used for Secondary School Report Cards and other correspondence. (SKU: 966-12-20814)<input type="checkbox"/> Be sure that any required maintenance to the Pressure Sealer machine is performed. Refer to LAUSD Mass Mail and Pressure Sealer webpage.
Graduation Standards	<ul style="list-style-type: none"><input type="checkbox"/> Generate Graduation Eligibility Status for 2016 & Beyond report.<ul style="list-style-type: none"><input type="checkbox"/> This report will allow you to identify students that need to be promoted or demoted - you can export to Excel and use filters to identify students by virtue of credit count, grade level, and graduation year.<input type="checkbox"/> You can also quickly identify students that are missing any graduation requirements.<input type="checkbox"/> Generate IGP report by Grad Year and review to identify students that require additional coursework. In lieu of printing, users can use the PDF output which allows searching for specific students.
Student Support	<ul style="list-style-type: none"><input type="checkbox"/> Assign staff to receive automatic emails when a referral is submitted by using the Referral E-Mail Set-up screen<input type="checkbox"/> Plan for IGP meetings with students
State Reporting	<ul style="list-style-type: none"><input type="checkbox"/> Ensure all teachers submit attendance for all students; generate the Attendance Not Submitted and Classification Reports to ensure accurate enrollment counts
Scheduling	<ul style="list-style-type: none"><input type="checkbox"/> Elementary<ul style="list-style-type: none"><input type="checkbox"/> Ensure that all students have been assigned the correct grade level class<ul style="list-style-type: none"><input type="checkbox"/> Use Elementary Class Roster to check enrollments<input type="checkbox"/> Check the Walk-In Scheduler for students with a "0" in the Sections column. Should they be scheduled or marked as a No Show?<input type="checkbox"/> Ensure that all students have been assigned to the correct grade level<ul style="list-style-type: none"><input type="checkbox"/> Use Elementary Alpha Roster<input type="checkbox"/> Ensure active teachers are assigned to all sections; if no teacher, use an unfilled position number<input type="checkbox"/> Ensure that all section attributes are appropriately marked<ul style="list-style-type: none"><input type="checkbox"/> English Learners - Master Plan Program, English Learner Service<input type="checkbox"/> Dual Language Program - Master Plan Program, Primary language<input type="checkbox"/> Independent Study - see updated policy<input type="checkbox"/> Run Section Attributes Report to verify proper selection of the section attribute<input type="checkbox"/> Delete all classes with teacher assignment of "unfilled 25". If

**MiSiS 2022-2023 Opening of School Year Checklist**

	<p>students are still in these classes, they need to be moved to another section before deleting the class.</p> <ul style="list-style-type: none"><input type="checkbox"/> Assign certificated out-of-classroom personnel a course that represents the position they serve, i.e. principal - 900101<input type="checkbox"/> Secondary<ul style="list-style-type: none"><input type="checkbox"/> Review Courses to check for<ul style="list-style-type: none"><input type="checkbox"/> Correct A-G category<input type="checkbox"/> Credits<input type="checkbox"/> Grade level span<input type="checkbox"/> Obsolete courses<input type="checkbox"/> Run the School Courses Report<input type="checkbox"/> Review Sections in Sections Editor<ul style="list-style-type: none"><input type="checkbox"/> Run Class Enrollment Report by list or matrix to view sections, enrollment, and teacher assignment<input type="checkbox"/> Ensure that all section attributes are appropriately marked<ul style="list-style-type: none"><input type="checkbox"/> English Learners - Master Plan Program, English Learner Service<input type="checkbox"/> Dual Language Program - Master Plan Program, Primary language<input type="checkbox"/> Run Master Plan Roster to verify<input type="checkbox"/> Location - add the magnet location for sections belonging to a particular magnet location<input type="checkbox"/> Independent Study - mark section attribute for each associated section<input type="checkbox"/> Review Sections Attribute Report to verify proper selection of the section attribute<input type="checkbox"/> Review teacher schedules and check for<ul style="list-style-type: none"><input type="checkbox"/> Appropriate assignment and alignment with credential<input type="checkbox"/> Missing classes<input type="checkbox"/> Periods assignment for:<ul style="list-style-type: none"><input type="checkbox"/> Conference<input type="checkbox"/> Auxiliary (if any)<input type="checkbox"/> Assign certificated out of classroom personnel a course that represents the position they serve, i.e. sec counselor - 930304<input type="checkbox"/> Run the Teacher Section Assignment report by matrix view<input type="checkbox"/> Review Student Schedules and check for<ul style="list-style-type: none"><input type="checkbox"/> Students with "0" schedules<ul style="list-style-type: none"><input type="checkbox"/> Use the Walk-In Scheduler to check for "0" students in the Sections column by clicking
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**MiSiS 2022-2023 Opening of School Year Checklist**

	<p>the Sections title in blue to sort by ascending/descending order</p> <ul style="list-style-type: none"><input type="checkbox"/> Run student schedule summary for students with “0” schedules<input type="checkbox"/> Students with partial schedules<ul style="list-style-type: none"><input type="checkbox"/> Use the Walk-In Scheduler to check for the number of students with less than the required count of sections<input type="checkbox"/> Run the Student Schedule Summary report for students with partial schedules<input type="checkbox"/> Students with incorrect schedules<ul style="list-style-type: none"><input type="checkbox"/> Review the Student Schedule Summary report and make changes to schedules as necessary<input type="checkbox"/> Review updated grades from summer school, adult school, community college, etc and make changes as necessary to student schedules<input type="checkbox"/> (High Schools Only)<ul style="list-style-type: none"><input type="checkbox"/> Review Repeating Courses Report<ul style="list-style-type: none"><input type="checkbox"/> Check for students taking courses that already have been passed<input type="checkbox"/> Review Course Deficiency Reports<ul style="list-style-type: none"><input type="checkbox"/> Check to determine if students have not passed a required course<input type="checkbox"/> Terms - if using both 10 week terms and 20 week terms, check the above for each term<input type="checkbox"/> Room Finder Report - Run the Student Schedule Summary as report type “Room Finder” to post students classroom numbers by period on the first day of school.
Transcripts	<ul style="list-style-type: none"><input type="checkbox"/> Transcripts can only be updated by users with the following user roles: Principal, Scheduling Admin, Counselor Plus. To update student transcripts navigate to Academics->Transcripts->Transcript Detail for:<ul style="list-style-type: none"><input type="checkbox"/> Students that are transferring from other school districts - in state or out of state.<input type="checkbox"/> To enter foreign transcripts for any students enrolling from out of the country, please refer to Bul-1545.1<input type="checkbox"/> For students no longer enrolled and requesting transcripts, run the Transcript report and be sure to select the School Year in which student was enrolled and for Enrollment Status be sure to select All or Not Enrolled.
Groups	<ul style="list-style-type: none"><input type="checkbox"/> Ensure all students are assigned to only one counseling group<input type="checkbox"/> Ensure that students are assigned to only one learning community group (optional)

**MiSiS 2022-2023 Opening of School Year Checklist**

Report Subscriptions	<ul style="list-style-type: none"><input type="checkbox"/> Use the Report Subscriptions feature to automatically run reports on a scheduled basis<ul style="list-style-type: none"><input type="checkbox"/> Go to Admin > Report Subscriptions<input type="checkbox"/> Follow job aid on report subscriptions<input type="checkbox"/> Recommended Reports to run for opening:<ul style="list-style-type: none"><input type="checkbox"/> Secondary<ul style="list-style-type: none"><input type="checkbox"/> Class Enrollment<input type="checkbox"/> Student Schedule Summary<input type="checkbox"/> 5 Column Roster<input type="checkbox"/> Elementary<ul style="list-style-type: none"><input type="checkbox"/> Elementary Class Rosters<input type="checkbox"/> 5 Column Roster
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LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

Guidelines for Verification of Residence

A school district shall accept from the parent or legal guardian of a pupil reasonable evidence that the pupil meets the residency requirements for school attendance in the school district as set forth in Sections 48200 and 48204. Reasonable evidence of residency for a pupil living with his or her parent or legal guardian shall be established by documentation showing the name and address of the parent or legal guardian within the school district, **including, but not limited to**, any of the following documentation:

- (1) Property tax payment receipts
- (2) Rental property contract, lease, payment receipts
- (3) Utility service contract, statement, or payment receipts
- (4) Pay stubs
- (5) Voter registration
- (6) Correspondence from a government agency
- (7) Declaration of residency executed by the parent or legal guardian of a pupil
- (b) Nothing in this section shall be construed to require a parent or legal guardian of a pupil to show all of the items of documentation listed in paragraphs (1) to (7), inclusive, of subdivision (a)

Other documents may also be considered as proof of residence. However, many of these documents may not be as reliable as those listed above and therefore, may require additional verification. Examples of these documents **include, but are not limited to**:

- Escrow papers
- Current bank statements (personal checks will not be accepted as proof of residence)
- Moving company receipts
- Verification of residency service letter from a utility company

Any documentation offered as proof of residence must show the name of the parent/legal guardian, a current date and the residence address. **The L.A. Unified does not accept telephone bills or driver's licenses as proof of residence.**

In the absence of specific documentation, an enrolling parent may complete the *Affidavit to Verify Residence Form* (Attachment C). The school shall proceed to mail the *Verification of Residence Follow-up Letter* (Attachment E). The parent/guardian can legally establish residency by returning the mailed *Verification of Residence Follow-up Letter* (Attachment E) to the school within 30 days.

Schools may not require the parent/legal guardian to notarize or provide notarized documentation.

For special circumstances, a student will be allowed to enroll in school. In these cases, one of the following should be accepted in lieu of conventional proof of residence documentation:

- Student Housing Questionnaire (SHQ)
- DCFS Form 1399 "Notification to School of Minor's Placement Status"
- Intra or Inter-District Permit
- Special Education (IEP)

Guidelines for Verification of Residence- English



LOS ANGELES UNIFIED SCHOOL DISTRICT

Student Health and Human Services

Guidelines for Verification of Residence- English

Directrices para la Verificación de Residencia

Un distrito escolar deberá aceptar del padre o tutor legal de un alumno evidencia razonable de que el alumno cumple con los requisitos de residencia para asistir a la escuela en el distrito escolar como se establece en las Secciones 48200 y 48204. Evidencia razonable de residencia para un alumno que vive con su padre o tutor legal se establecerá mediante documentación que muestre el nombre y la dirección del padre o tutor legal dentro del distrito escolar, **incluyendo, pero no limitado a**, cualquiera de los siguientes documentos:

- (1) Recibos de pago del impuesto predial
 - (2) Contrato de arrendamiento de propiedad, arrendamiento, recibos de pago
 - (3) Contrato de servicios públicos, estado de cuenta o recibos de pago
 - (4) Talones de pago
 - (5) Registro de votantes
 - (6) Correspondencia de una agencia gubernamental
 - (7) Declaración de residencia ejecutada por el padre o tutor legal de un alumno.
- (b) Nada de lo que está en esta sección se interpretará como un requisito para que un padre o tutor legal de un alumno muestre todos los elementos de la documentación enumerados en los párrafos (1) a (7), inclusive, de la subdivisión (a).

Otros documentos también pueden ser considerados como prueba de residencia. Sin embargo, muchos de estos documentos pueden no ser tan fiables como los enumerados anteriormente y, por lo tanto, pueden requerir verificación adicional. Ejemplos de estos documentos **incluyen, pero no se limitan a**:

- Documentos de la compra de una casa
- Estados de cuenta bancarios actuales (no se aceptarán cheques personales como prueba de residencia)
- Recibos de la empresa de mudanzas
- Verificación de la carta de servicio de residencia de una compañía de utilidades

Cualquier documentación que se ofrezca como prueba de residencia debe mostrar el nombre del padre/tutor legal, una fecha actual y la dirección de residencia. **El Distrito Escolar Unificado de Los Ángeles no acepta facturas telefónicas ni licencias de conducir como prueba de residencia.**

En ausencia de documentación específica, un padre que está inscribiendo puede completar el *Formulario de Declaración Jurada para Confirmar el Domicilio* (Adjunto C). La escuela procederá a enviar por correo la *Carta de Seguimiento para Confirmar el Domicilio* (Adjunto E). El padre/tutor puede establecer legalmente la residencia devolviendo la *Carta de Seguimiento para Confirmar el Domicilio* enviada por correo (Adjunto E) a la escuela dentro de los 30 días.

Las escuelas no pueden requerir que el padre/tutor legal certifique ante notario o proporcione documentación notariada.

En circunstancias especiales, se permitirá que un alumno se inscriba en la escuela. En estos casos, se debe aceptar uno de los siguientes en lugar de la documentación convencional de prueba de residencia:

- Cuestionario de Vivienda Estudiantil (SHQ)
- Formulario DCFS 1399 "Notificación a la escuela del estado de colocación de un menor"
- Permiso intra o interdistrital
- Educación Especial (IEP)

Guidelines for Verification of Residence- Spanish



LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

Affidavit to Verify Residence Form

This form should be used only when the parent/legal guardian cannot provide documented proof of residence

I, _____, declare I am the parent/legal guardian of
(Name of Parent/ Legal Guardian/Caregiver)

Student Information

Student's Full Name: _____
First Middle Last Date of Birth

I currently reside at the address listed below:

Address: _____
Street Apt # City

County State Zip Code Phone Number

At this time, I do not possess any official proof of residence documentation, because:

Proof of Residence

Parent/Guardian will be given 30 days to provide proof of residence documentation. If not received by
_____, your child may be withdrawn/transferred.
(Office to Insert Date)

I acknowledge that as soon as I am able to obtain proof of residence, I will provide copies of such documentation to the school.

Acknowledgment, Signature and Date

I declare under penalty of perjury under the law of California that the above is true and correct and that if called upon to testify, I would be competent to testify thereto.

Print Name of Parent/Legal Guardian/Caregiver

Signature of Parent/Legal Guardian/Caregiver

Date

---Office Use Only---

30 Day Follow up Letter Mailed: _____ Verified Proof of Residence: _____
Date Date

If no proof of residence was provided, actions taken: _____

**LOS ANGELES UNIFIED SCHOOL DISTRICT**
Student Health and Human Services**Declaración Jurada Para Confirmar El Domicilio**

Este formulario se utiliza tan solo cuando el padre de familia o tutor legal del alumno no tiene los documentos necesarios para comprobar que vive en su domicilio

Yo, _____, declaro que soy el padre/tutor legal de
(Nombre del padre/tutor legal/persona a cargo)

Información del alumno

Primer Nombre Segundo Nombre Apellido Fecha de Nacimiento

Actualmente vivo en el domicilio apuntada a continuación:

Domicilio: _____
Calle # Apt Ciudad

Condado Estado Zona Postal Número de Teléfono

En este momento no tengo en mi posesión documentos oficiales que prueben que vivo en mi domicilio.
Esto se debe a que:

Confirmación de Domicilio

El padre/tutor legal tendrá 30 días para proporcionar la documentación de prueba de residencia. Si no es recibido antes del _____ su alumno puede ser transferido/dado de baja.
(Office to Insert Date)

Reconozco que tan pronto como pueda obtener prueba de domicilio, proporcionare copias de dicha documentación a la escuela.

Reconocimiento, Firma y Fecha

Declaro bajo pena de falso testimonio conforme a lo establecido por las leyes del Estado de California que lo anterior es verdadero y correcto y que, si se solicitara que testifique, atestiguaría a ello con competencia.

Nombre en letra de molde del padre/tutor legal/persona a cargo

Firma del padre/tutor legal/persona a cargo

Fecha

---Office Use Only---

30 Day Follow up Letter Mailed: _____ Verified Proof of Residence: _____
Date Date

If no proof of residence was provided, actions taken: _____

Affidavit to Verify Residence Form – Spanish



LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

Affidavit of Temporary Residence

This form should be used only if the student is physically living with a parent/guardian/caregiver who has a temporary residence within the district.

I am the (check one) ☐ parent ☐ legal guardian ☐ caregiver of

Student Information

Student's Full Name: _____
First Middle Last Date of Birth

A school age minor who is seeking admission to _____ School in the Los Angeles Unified School District.

Since _____, our family has not had a permanent address; however, we do reside within the attendance area of _____.
Date School

For school purposes, I can receive mail at and maintain regular contact with:

Name: _____ Phone: _____

Address: _____
Street Apt#. City/State Zip Code

Acknowledgment, Signature and Date

I declare under penalty of perjury under the laws of the State of California that the above statements are true and correct, and that if called upon to testify, I would be competent to testify thereto.

Print Name of Parent/Legal Guardian/Caregiver

Signature of Parent/Legal Guardian/Caregiver

Date

---Office Use Only---

Witnessed by : _____
Print Name of School administrator's or designee Signature of School administrator's or designee



LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

DECLARACION JURADA SOBRE EL DOMICILIO PROVISIONAL

Este formulario debe utilizarse solo si el alumno vive físicamente con un padre/tutor legal/ personal a cargo que tiene una residencia temporal dentro del distrito.

Soy el/la (marque una casilla) ☐ padre/madre ☐ tutor legal ☐ la persona a cargo de

Información del Alumno

Nombre completo del alumno: _____
Primer Segundo Apellido Fecha de Nacimiento

Un menor en edad escolar que solicita ingreso a _____ en el Distrito
Escuela
Escolar Unificado de Los Angeles.

Desde el _____, nuestra familia no ha tenido domicilio fijo; sin embargo, actualmente
Fecha
vivimos en la zona de asistencia escolar de _____.
Escuela

Si la escuela desea comunicarse conmigo, puedo recibir correo y mantenerme en contacto regularmente con:

Nombre: _____ Teléfono: _____

Domicilio: _____
Calle #Apt. Ciudad/Estado Zona Postal

Reconocimiento, Firma y Fecha

Declaro bajo pena de falso testimonio conforme a lo establecido por las leyes del Estado de California que lo anterior es verdadero y correcto y que si se solicitara que testifique, atestiguaría a ello con competencia.

Nombre del Padre/Tutor Legal/Persona a Cargo
(Letra de molde)

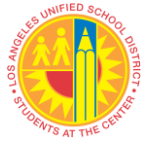
Firma del Padre/Tutor Legal/Persona a Cargo

Fecha

---Office Use Only---

Witnessed by : _____
Print Name of School administrator's or designee Signature of School administrator's or
designee

Affidavit to Verify Residence Form – Spanish



<<SCHOOL LETTERHEAD>>

<<Date>>

Parent/Guardian of <<Student Name>>

<<Address>>

<<City, State, Zip Code>>

Dear Parent/Guardian:

On <<_____ you enrolled your child _____ at
(Insert date of enrollment)

_____ School utilizing the *Affidavit to Verify Residence Form* (Attachment C). Use of this affidavit requires that you provide appropriate documentation of your address within 30 days.

We are sending this letter to you to establish your ability to receive mail at the address you provided. Please bring this letter or any supplemental documentation you may have to the school to verify your residence by

_____.
(30-day due date)

Failure to provide this information may result in one or more of the following actions by the school:

- Withdrawing/transferring your child to the school of residence as established through returned mail.
- Withdrawing your child from the current school and transferring your child to the school of residence.

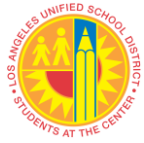
Please return this letter and/or supplemental documentation to the _____ office or contact _____ at _____.

Thank you for your cooperation and prompt response.

Sincerely,

Principal

Verification of Residence (Follow-up letter) - English



<<SCHOOL LETTERHEAD>>

<<Date>>

Parent/Guardian of <<Student Name>>

<<Address>>

<<City, State, Zip Code>>

Estimado Padre/Tutor:

El _____ usted inscribió a su alumno _____ en la
(Insert date of enrollment) (Student's First, Last Name)

Escuela _____ utilizando el *Formulario de Declaración Jurada para Confirmar El Domicilio* (Anexo C). El uso de esta declaración jurada requiere que usted proporcione la documentación adecuada de su domicilio dentro de los 30 días.

Le enviamos esta carta para confirmar que puede recibir correo en el domicilio que proporcionó. Favor de traer esta carta o cualquier documentación suplemental a la escuela para verificar su domicilio antes del _____.
(30-day due date)

El no proporcionar esta información puede resultar en una o más de las siguientes acciones por parte de la escuela:

- Dar de baja/transferir a su alumno a la escuela de residencia según lo establecido a través del correo devuelto.
- Dar de baja a su alumno de la escuela actual y transferirlo a la escuela de residencia.

Favor de regresar esta carta y/o documentación suplemental a la oficina de _____ o comuníquese con _____ al _____.

Gracias por su cooperación y atención.

Atentamente,

Director

Verification of Residence (Follow-up letter)- Spanish



LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

Affidavit for Proof of Age of Child/Minor

This form should be used only when the parent/legal guardian cannot provide documented proof of age of child/minor

I, _____, declare I am the (check one) ☐ parent ☐ legal guardian ☐ caregiver of:
Parent/Legal Guardian/Caregiver

Student Information

Child's full name as it would appear on official documents:

First Middle Last Date of Birth

Child's Gender (check one) ☐ female ☐ male ☐ non-binary

I hereby affirm that this child was born on:

Month Day Year in City

State Country

Acknowledgement, Signature, and Date

I further affirm that a certificate of birth, statement by the local registrar or county recorder certifying the date of birth, baptism certificate duly attested, court order, letter from Department of Public Social Services (DPSS) is not available for this child.

I declare under penalty of perjury under the laws of the State of California that the above statements are true and correct and if called upon to testify, I would be competent to identify thereto.

Print Name of Parent/Legal Guardian/Caregiver

Signature of Parent/Legal Guardian/Caregiver

Date

Affidavit for Proof of Age of Child/Minor – English



LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

Declaración jurada para comprobar la edad del niño/menor

Este formulario debe usarse solo cuando el padre/tutor legal no puede proporcionar documentación para comprobar la edad del niño/menor.

Yo, _____, declaro que soy

Padre/Tutor Legal/Persona A Cargo Del Estudiante

(marque uno) ☐ el padre/la madre ☐ tutor legal ☐ persona a cargo del alumno

Información del Alumno

Nombre completo del alumno tal como aparecería en documentos oficiales:

Primer Nombre Segundo Nombre Apellido Fecha de Nacimiento

Género del estudiante (marque uno) ☐ femenino ☐ masculino ☐ no binario

Yo afirmo que este alumno nació en:

Mes Día Año en Ciudad

Estado País

Reconocimiento, Firma y Fecha

Además, afirmo que un certificado de nacimiento, una declaración del registrador local o del condado que certifique la fecha de nacimiento, un certificado de bautismo debidamente certificado, una orden judicial, una carta del Departamento de Servicios Sociales Públicos (DPSS) no está disponible para este niño.

Declaro bajo pena de perjurio conforme a las leyes del Estado de California que las declaraciones anteriores son verdaderas y correctas y que, si se me pide que testifique, seré competente para identificarme.

Nombre del padre/tutor/persona a cargo (letra de molde) Firma del padre/tutor/persona a cargo Fecha

Affidavit for Proof of Age of Child/Minor – Spanish



LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

Affidavit of Parent/Legal Guardian Identification

This form should be used when the parent/legal guardian does not have any form of legal identification.

I, _____, declare as follows:

I am the ☐ parent ☐ legal guardian ☐ caregiver of:

Student Information

Name _____
First Middle Last Date of Birth

A school age minor who is seeking admission to _____ in the
School
Los Angeles Unified School District.

Acknowledgment, Signature and Date

I do not own or possess a birth certificate, state ID, or baptism certificate verifying my status as a parent. I agree to provide a picture to the school, or have the school take a picture of me, for school identification purposes.

I declare under penalty of perjury under the laws of California that the above is true and correct and that if called upon to testify, I would be competent to testify thereto.

Print Name of Parent/Legal Guardian

Signature of Parent/Legal Guardian

Date

---Office Only---

Please make a copy of signed affidavit and place in student's cumulative record.

Affidavit of Parent/Legal Guardian Identification – English



LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

Declaración Jurada de Identificación de el Padre/Tutor Legal

Este formulario debe usarse cuando el padre/tutor legal no tienen ninguna forma de identificación legal.

Yo, _____, declaro lo siguiente:

Soy el/la ☐ padre/madre ☐ tutor legal ☐ persona a cargo de:

Información del Alumno

Nombre _____
Primer Segundo Apellido Fecha de Nacimiento

Un menor en edad escolar que desea ingresar a la _____ en el
Escuela
Distrito Escolar Unificado de Los Angeles.

Reconocimiento, Firma y Fecha

No tengo en mi poder el acta de nacimiento, ni la licencia de conducir, ni el documento de identidad, ni el certificado de bautismo, para verificar la paternidad. Estoy de acuerdo en proporcionar una foto a la escuela, o que la escuela me tome una foto, para fines de identificación escolar.

Declaro bajo pena de falso testimonio conforme a lo establecido por las leyes del Estado de California que lo anterior es verdadero y correcto y que si se solicitara que testifique, atestiguaría a ello con competencia.

Nombre de los padres/tutores/persona a cargo

Firma de los padres/tutores/persona a cargo

Fecha

---Office Only---

Please make a copy of signed affidavit and place in student's cumulative record.

Affidavit of Parent/Legal Guardian Identification – Spanish



LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

Optional Area Decision Form

This form should be utilized by parent/guardian to make a school selection in an optional area

To: _____
Principal's Name School

Student Information

I am the Parent/Guardian of:

Name: _____
First Middle Last DOB Grade

Address Phone Number

School Selection

I am aware that, under current District policy, my child may attend either:

_____ or _____
School School

It is my decision that my child shall attend _____
School

Acknowledgment, Signature and Date

I understand that this will become my child's School of Residence. I further understand that this choice of option is final.

Print Name of Parent/Legal Guardian/Caregiver Signature of Parent/Legal Guardian/Caregiver Date

Print Name of School Administrator Signature of School Administrator Date

---Office Only---

Please make a copy for the School Principals and Involved Parent/Guardian

Optional Area Decision Form - English



LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

Formulario de decisión de área opcional

Este formulario debe ser utilizado por el padre/tutor para hacer una selección de escuela en un área opcional

Para: _____
Director Escuela

Información del Alumno

Soy el padre o tutor de:

Nombre: _____
Primer Segundo Apellido FDN Grado

_____ Domicilio Telefono

Selección de Escuela

Entiendo que mi alumno puede asistir a cualquiera de las siguientes escuelas

_____ or _____
School School

Mi decisión es que mi alumno asistirá a _____
School

Reconocimiento, Firma y Fecha

Entiendo que esta se convertirá en la escuela de residencia de mi hijo. Además, entiendo que esta elección de opción es definitiva.

Nombre en letra de molde del Padre/Tutor/Persona a Cargo Firma del Padre/Tutor/Persona a Cargo Fecha

Nombre en letra de molde del Administrador Escolar Firma del Administrador Escolar Fecha

---Office Only---

Please make a copy for the School Principals and Involved Parent/Guardian

Optional Area Decision Form - Spanish



LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

CAREGIVER'S AUTHORIZATION AFFIDAVIT

Use of this affidavit is authorized by Part 1.5 (commencing with Section 6550) of Division 11 of the California Family Code.

Instructions: Completion of items 1-4 and the signing of the affidavit is sufficient to authorize enrollment of a minor in school and authorize school-related medical care. Completion of item 5-8 is additionally required to authorize any other medical care.

Please print clearly.

The minor named below lives in my home and I am 18 years of age or older.

1. Name of Minor: _____
2. Minor's birth date: _____
3. My name (adult giving authorization): _____
4. My home address: _____
Number Street Apt. #, City, State Zip Code
5. I am a grandparent, aunt, uncle, or other qualified relative of the minor (see back of this form for a definition of "qualified relative.") _____ Other: _____
6. Check one or both boxes (for example, if one parent was advised and the other cannot be located).
☐ I have advised the parent(s) or other person(s) having legal custody of the minor of my intent to authorize medical care, and have received no objection.
☐ I am unable to contact the parent(s) or other person/s having legal custody of the minor at this time, to notify them of my intended authorization.
7. My date of birth: _____
8. My California driver's license or identification card number: _____

WARNING: Do not sign this form if any of the statements above are incorrect, or you will be committing a crime punishable by a fine, imprisonment or both.

I declare under penalty of perjury under the laws of the State of California that the foregoing information is true and correct.

Signature _____ Date: _____

Notices:

1. A person who relies on this affidavit has no obligation to make any further inquiry or investigation.
2. This declaration does not affect the rights of the minor's parents or legal guardian regarding the care, custody, and control of the minor, and does not mean that the caregiver has legal custody of the minor.
3. This affidavit is not valid for more than one year after the date on which it is executed.

This affidavit is for enrollment purposes only and does not grant educational rights

Caregiver's Authorization Affidavit- English



LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

CAREGIVER'S AUTHORIZATION AFFIDAVIT

TO CAREGIVERS:

1. "Qualified relative," for purposes of item 5, means a spouse, parent, stepparent, brother, sister, uncle, aunt, nephew, first cousin, or any person denoted by the prefix "grand" or "great," or the spouse of any of the persons specified in this definition, even after the marriage has been terminated by death or dissolution.
2. The law may require you, if you are not a relative or a currently licensed foster parent, to obtain a foster home license in order to care for a minor. If you have any questions, please contact your local department of social services.
3. If the minor stops living with you, you are required to notify any school, health care provider, or health care service plan to which you have given this affidavit.
4. If you do not have the information requested in item 8 (California driver's license or I.D.), provide another form of identification such as your social security number or Medi-Cal number. Staff is to only visually verify the other form of identification and enter in item 8 the following: "Another form of identification verified." If a Social Security card, Medi-Cal card, or passport is provided, these documents can NOT be copied or recorded. If the caregiver is unable to provide a document to verify identification, provide the Affidavit of Parent/Legal Guardian Identification form.
5. If above criteria is not met use "other" and specify relationship to child(ren).
6. Affidavit must be renewed on a yearly basis.

TO SCHOOL OFFICIALS:

1. Section 48204 of the Education Code provides that this affidavit constitutes a sufficient basis for a determination of residency of the minor, without the requirement of a guardianship or other custody order, unless the school district determines from actual facts that the minor is not living with the caregiver.
2. The school district may require additional reasonable evidence that the caregiver lives at the address provided in item 4.

TO HEALTH CARE PROVIDERS AND HEALTH CARE SERVICE PLANS:

1. No person who acts in good faith reliance upon a caregiver's authorization affidavit to provide medical or dental care, without actual knowledge of facts contrary to those stated on the affidavit, is subject to criminal liability or to civil liability to any person, or is subject to profession disciplinary action, for such reliance if the applicable portions of the form are completed.
2. This affidavit does not confer dependency for health care coverage purpose.

Caregiver's Authorization Affidavit- English



LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

DECLARACIÓN JURADA DE AUTORIZACIÓN PARA EL CUIDADOR

El uso de esta declaración está autorizado por la Parte 1.5 (comenzando con la Sección 6550) de la División 11 del Código Familiar de California.

Instrucciones: Llenar los puntos 1-4 y la firma de la declaración jurada es suficiente para autorizar la inscripción de un menor en la escuela y autorizo la atención médica relacionada con la escuela. Además la autorización, se precisa llenar el punto 5.8 para cualquier otra atención médica.

Por favor escriba claramente.

El menor nombrado a continuación vive en mi casa y tengo 18 años de edad o más.

1. Nombre del menor: _____

2. Fecha de nacimiento del menor: _____

3. Mi nombre (adulto que otorga la autorización): _____

4. Mi dirección particular: _____
Numero Calle # de dpto., Ciudad, Estado Código Postal

5. Yo soy un abuelo, tía, tío, u otro pariente calificado del menor de edad (véase el reverso de este formulario para una definición de "pariente calificado".) Otros: _____

6. Marque uno o dos casilleros (por ejemplo, si un padre fue avisado y el otro no puede ser localizado.

- ☐ He avisado a los padres u otra(s) persona(s) que tienen la custodia legal del menor sobre mi intención de autorizar la atención médica, y no he recibido ninguna objeción.
- ☐ No puedo ponerme en contacto con los padres u otra(s) persona(s) que tienen la custodia legal del menor en este momento, para notificarles de mi autorización prevista.

7. Mi fecha de nacimiento: _____

8. Licencia de conducir o tarjeta de identidad del Estado de California: _____

ADVERTENCIA: No firme Este Formulario SI Alguna de las afirmaciones incorrectas Anteriores hijo, o de lo contrario estará cometiendo un crimen castigable con una multa, encarcelamiento o la autorización.

Declaro bajo pena de perjurio bajo las leyes del Estado de California que lo anterior es verdadero y correcto.

Firma: _____ Fecha: _____

Avisos:

1. Una persona que se basa en esta declaración jurada no tiene obligación de realizar cualquier consulta o investigación.
2. Esta declaración no afecta los derechos de los padres del menor o el tutor legal con respecto al cuidado, custodia y control del menor, y no significa que el cuidador tiene la custodia legal del menor.
3. La ejecución de esta declaración jurada no es válida por más de un año después de la fecha en que se ejecuta.

Esta declaración jurada es sólo para propósitos de inscripción y no otorga derechos a la educación.

Caregiver's Authorization Affidavit Spanish
Doc. 20277/ajs – Translated by the LAUSD Translations Unit



LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

**DECLARACIÓN JURADA DE LA PERSONA A CARGO DEL CUIDADO Y LA
PROTECCIÓN DEL ALUMNO QUE FIRMA LA AUTORIZACIÓN**

PARA GUARDIANES

1. "Pariente calificado," para el propósito de artículo 5, quiere decir cónyuge, padre, padrastro, hermano, hermana, hermanastro, hermanastra, medio hermano, media hermana, tío, tía, sobrino, primo hermano o otra persona que sea abuelo/a, Bisabuelo/a o el cónyuge de cualquiera de las personas especificadas en esta definición, aunque el matrimonio ha sido terminado por muerte o disolución.
2. La ley requiere que usted, si no es pariente o un padre de crianza con licencia actual, que obtenga un licencia para cuidado de crianza en su hogar para poder cuidar al menor. Si tiene preguntas, por favor póngase en contacto con su departamento de servicios sociales.
3. Si el menor deja de vivir con usted, se requiere que usted le notifique a la escuela, proveedor de servicios de salud, o el plan de servicios de salud a quienes usted ha entregado este Afidávit.
4. Si no tiene la información requerida en el artículo 8, (Licencia de manejar en California o I.D.), necesita proveer otra forma de identificación tal como su número de seguro social o número de Medi-Cal. El personal solo debe verificar visualmente la otra forma de identificación e ingresar en el punto 8 lo siguiente: "Otra forma de identificación verificada". Si se proporciona una tarjeta de Seguro Social, tarjeta de Medi-Cal o pasaporte, estos documentos NO se pueden copiar ni registrar. Si el guardián no puede proporcionar un documento para verificar la identificación, proporcione el formulario de Declaración Jurada de Autorización Para el Cuidador.
5. Si los criterios anteriores no se cumplen, utilizar "otro" y especifique la relación con el(los) hijo(s).
6. La Declaración Jurada deberá ser renovada anualmente.

PARA OFICIALES DE LA ESCUELA

1. Sección 48204 del Código de Educación provee que este afidávit constituye suficiente base para determinación de residencia del menor, sin el requisito de tutela o otra orden de custodia, a menos que el distrito escolar determine basado en hechos que el menor no vive con el guardián.
2. Puede ser que el distrito escolar necesite más evidencia que el guardián vive en el domicilio proveído en el artículo 4.

PARA PROVEEDORES DE SALUD Y PLANES DE SERVICIO DE SALUD

1. Ninguna persona que actúa en buena fe confianza por el afidávit de autorización para proveer cuidado médico o dental, sin el conocimiento de hechos contrarios a los declarados en este afidávit, será sujeto a obligación criminal o obligación civil a ninguna persona, o es sujeto a acción disciplinaria, por tal confianza si las secciones aplicables están completas.
2. Esta Declaración Jurada no confiere dependencia para propósitos de protección.

Caregiver's Authorization Affidavit Spanish
Doc. 20277/ajs – Translated by the LAUSD Translations Unit



LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

STUDENT ENROLLMENT DOCUMENT CHECKLIST

DOCUMENTS	***New LAUSD Student	Annually Disseminated Form
<p>This checklist serves as a quick reference guide for all schools. All of the documents listed below must be included in student enrollment packets. The inclusion of these forms in student enrollment packets are differentiated by the following two categories: New LAUSD Students and Annually Disseminated Forms for all students. Students matriculating and/or transferring within LAUSD shall be provided the Annually Disseminated Forms and shall not be required to complete the New LAUSD Student Forms.</p> <p>Please refer to Office Checklist for Student Enrollment to ensure all information has been received with each new enrollment form and file in Cumulative Record for audit purposes.</p>		
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"> Information on the Student Emergency Information Form should be updated in MiSiS within 5 days. 	✓	✓
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 st grade entry)	✓	
Student Meal Application	✓	✓
Student Housing Questionnaire	✓	✓
Title III Immigrant Education Program Questionnaire	✓	
Migrant Education Program Family Work Questionnaire	✓	
American Indian-Alaskan Native Letter 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.	✓	✓

* 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 on www.lausd.net under Families, Forms and Policies tab.

***A new student is defined as a student who has not attended any LAUSD school within the current academic school year.



LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

ATTACHMENT J-1

Student Name: _____ Date of Birth: ____/____/____

OFFICE CHECKLIST FOR STUDENT ENROLLMENT (to be completed with each new enrollment form)

A. VERIFICATIONS/ADDITIONAL DOCUMENTATION RECEIVED

<p>1. AGE VERIFICATION <input type="checkbox"/> Certified copy of birth record <input type="checkbox"/> Statement by local registrar or county recorder certifying the date of birth</p> <p><input type="checkbox"/> Baptismal Certificate duly attested <input type="checkbox"/> Passport <input type="checkbox"/> Affidavit (list below in #5) Chronological Age: ____ Years ____ Months</p> <p>2. RESIDENCE VERIFICATION: <input type="checkbox"/> Utility Service Bill (Electric, Gas or Water) <input type="checkbox"/> Property Taxes or Rental or Lease Agreement</p> <p><input type="checkbox"/> Official Government Mail (CalWorks, Social Security) <input type="checkbox"/> Affidavit (list below in number 5) <input type="checkbox"/> Other (specify): _____</p> <p>3. IMMUNIZATION VERIFICATION: <input type="checkbox"/> Proof of Required Immunizations or Immunization Release</p> <p>4. AFFIDAVITS (List all affidavits used, e.g. residence, homelessness, immunization release, caregiver): These forms can be used in lieu of missing required documentation. For more information refer to RE-6554 Enrollment and Attendance Procedures: Supplemental Guide and Updates or BUL-6718, Educational Rights and Guide for Youth in Foster Care, Experiencing Homelessness and/or Involved in the Juvenile Justice System.</p> <p>5. EMANCIPATED MINOR VERIFICATION: <input type="checkbox"/> Legal Document Supplied</p> <p>6. OPTIONAL ATTENDANCE AREA DECISION: <input type="checkbox"/> Completed, Signed, and Dated Option Area Decision Form</p> <p>7. NON-RESIDENT/PERMIT REASON: _____ <input type="checkbox"/> Transportation <input type="checkbox"/> Non-Transportation Date ____/____/____</p> <p>8. STUDENT Housing QUESTIONNAIRE (SHQ): If answered any choice other than "None of the Above Apply" the family was referred to the designated School Site Homeless Liaison on ____/____/____ and a copy of the SHQ was faxed (213) 580-6551 or emailed to the Homeless Education Program on ____/____/____. Information was inputted in MiSiS on ____/____/____ by _____. For information, please contact the Student Support Program of Student Health and Human Services.</p> <p>9. OTHER DOCUMENTS RECEIVED (Check all that apply): <input type="checkbox"/> Cumulative Record <input type="checkbox"/> Emergency Card <input type="checkbox"/> Health Card</p> <p>10. RECORDS REQUESTED ON ____/____/____ from _____.</p>

B. ADDITIONAL STUDENT INFORMATION FOLLOW-UP

<p>1. COURT ORDER:</p> <p>a. Has a copy of a court order been provided to the school? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>b. What type of court order is in effect for this student: <input type="checkbox"/> Custody <input type="checkbox"/> Restraining/Injunction <input type="checkbox"/> Other</p> <p>c. If Restraining Order or Injunction, please answer the following questions:</p> <p>i. Name of individual(s) for which the court order has been issued against: _____</p> <p>ii. Date on which the court order ceases to be in effect: ____/____/____</p> <p>2. AMERICAN INDIAN/ALASKA NATIVE ANCESTRY: SECTION D, Additional Student Information. If answered Yes, the student's required federal form was completed and sent to the Indian Education Program Office on ____/____/____ by _____.</p> <p>3. Migrant Education Program: SECTION D, Additional Student Information. If answered Yes, the student's Family Work Questionnaire was completed and sent to the Migrant Education Program Office on ____/____/____ by _____.</p>

C. ENROLLMENT STAFF AND DATA ENTRY FOLLOW-UP

Enrollment Information Verified by (initials) _____ on ____/____/____
Enrollment Data Entry in MiSiS Completed by (initials) _____ on ____/____/____



LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

Student Name: _____ Date of Birth: ____/____/____

OFFICE CHECKLIST FOR STUDENT ENROLLMENT

D. STUDENT EDUCATION INFORMATION FOLLOW-UP

1.A.	Was this student receiving special education services at his/her previous school?	(Circle one)	Yes	No
1.B.	Did this student have an Individualized Education Program (IEP) at his/her previous school?	(Circle one)	Yes	No
	If the student had an IEP at his/her previous school, has this school received a copy of the IEP?	(Circle one)	Yes	No
	If IEP was not received, a copy of it was requested from: _____ (Name and Title, School and Office, Phone Number)			
	Requested by: _____ (Name)	on	____/____/____	Received on: ____/____/____
	Forwarded to: _____ (Name)			
	Previous School/Office verified student received special education services? (Circle One) Yes No			
	(Name of School Verifying and Phone Number)	(Name of Person Furnishing Information)	____/____/____ (Date)	
	If applicable, date student exited from prior school's special education program: ____/____/____			
	Comments: _____			
	If interim placement, date IEP must be conducted by ____/____/____			
1.C.	the student had a Section 504 Plan at previous school, has this school received a copy of it?	(Circle one)	Yes	No
	If 504 Plan was not received, a copy of it was requested from: _____ (Name and Title, School and Office, Phone Number)			
	Requested by: _____ (Name)	on	____/____/____	Received on: ____/____/____
	Forwarded to: _____ (Name)			
	If applicable, date student exited from Section 504 Eligibility: ____/____/____			
1.D.	the parent reported that the student has difficulties that interfere with his/her ability to go to school or to learn, to whom was this information forwarded? _____ (Name)			
	Responses to difficulties reported, documentation, and comments: _____			
1.E.	Has this student been identified as GATE?	(Circle one)	Yes	No
	GATE verification requested by: _____ (Name)			
2.	If a "Yes" is checked off on any of the items 1.A – 1.D and the parent checked "Yes" indicating the student attended a school outside of LAUSD, ask them the following oral questions and record the responses below: Was the school a magnet or charter school? If yes, what was the name of the school and the reason the student stopped attending? _____			
	After completing, fax this information and a photocopy of the student's enrollment form to the Division of Special Education-Operations at (213) 241-5167 ; be sure to include the name of your school.			
	Fax sent on: ____/____/____ by _____			

**Los Angeles Unified School District
STUDENT ENROLLMENT FORM**

Student Name: _____ Date of Birth (Month/Day/Year): ____/____/____

Office Use Only

1. School Name:	4. Student Entry Grade Level:
2. Location Code:	5. LAUSD/State Student ID Number:
3. Enrollment Date/Code:	

*Instructions: Please print using black or blue ink. If you have any questions, please ask for assistance.**Parents/Guardians/Caregivers: If you are unable to complete all of the information on the Student Enrollment Form, your child will still be enrolled in school. The District does not collect Social Security numbers or immigration status information in order to enroll students in school.***A. STUDENT INFORMATION**

Legal Name:						
Last		First		Middle		
Preferred Name:						
Last		First		Middle		
Home Address						
Number		Street	Apt/Unit	City	Zip Code	Home Phone Number
Legal Sex: (Select One)		Gender: (Select One)	Date of Birth			
<input type="checkbox"/> Male <input type="checkbox"/> Female		<input type="checkbox"/> Male <input type="checkbox"/> Female	____/____/____			
<input type="checkbox"/> Non-binary		<input type="checkbox"/> Female	Month/Day/Year			
<input type="checkbox"/> Intersex		<input type="checkbox"/> Non-Binary				

B. PARENT/LEGAL GUARDIAN/CAREGIVER

Legal Name:					
Last		First		Middle	
Preferred Name (If Applicable):					
Home Phone Number		Cell Phone Number	Work Phone Number	Email Address	

Home Correspondence Language: This information indicates the preferred language for LAUSD to provide written correspondence to the parent/ legal guardian of the student. (Check One)☐ English ☐ Spanish ☐ Armenian ☐ Mandarin ☐ Cantonese ☐ Farsi ☐ Korean ☐ Russian ☐ Vietnamese ☐ Tagalog
☐ Other:**Highest Level of Education Completed (Check One)**☐ Not a High School Graduate ☐ High School Graduate or Equivalent ☐ Some College (includes AA Degree)
☐ College Graduate ☐ Graduate School / Doctorate ☐ Decline to State or UnknownDoes the student live with this parent/legal guardian/caregiver? ☐ Yes ☐ No Relationship to Student: _____

If No, please provide address:

Number Street Apt/Unit City Zip Code**PARENT/LEGAL GUARDIAN/CAREGIVER**

Legal Name:			
Last		First	Middle

Preferred Name (If Applicable):								
Home Phone Number	Cell Phone Number	Work Phone Number	Email Address					
Home Correspondence Language: <i>This information indicates the preferred language for LAUSD to provide written correspondence to the parent/ legal guardian of the student. (Check One)</i> <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Armenian <input type="checkbox"/> Mandarin <input type="checkbox"/> Cantonese <input type="checkbox"/> Farsi <input type="checkbox"/> Korean <input type="checkbox"/> Russian <input type="checkbox"/> Vietnamese <input type="checkbox"/> Tagalog <input type="checkbox"/> Other:								
Highest Level of Education Completed (Check One) <input type="checkbox"/> Not a High School Graduate <input type="checkbox"/> High School Graduate or Equivalent <input type="checkbox"/> Some College (includes AA Degree) <input type="checkbox"/> College Graduate <input type="checkbox"/> Graduate School / Doctorate <input type="checkbox"/> Decline to State or Unknown								
Does the student live with this parent/legal guardian/caregiver? <input type="checkbox"/> Yes <input type="checkbox"/> No Relationship to Student: _____ If No, please provide address: _____ <table style="width: 100%; border: none;"> <tr> <td style="width: 20%; border: none;">Number</td> <td style="width: 20%; border: none;">Street</td> <td style="width: 20%; border: none;">Apt/Unit</td> <td style="width: 20%; border: none;">City</td> <td style="width: 20%; border: none;">Zip Code</td> </tr> </table>				Number	Street	Apt/Unit	City	Zip Code
Number	Street	Apt/Unit	City	Zip Code				
PARENT/LEGAL GUARDIAN/CAREGIVER								
Legal Name:								
Last	First	Middle						
Preferred Name (If Applicable):								
Home Phone Number	Cell Phone Number	Work Phone Number	Email Address					
Home Correspondence Language: <i>This information indicates the preferred language for LAUSD to provide written correspondence to the parent/ legal guardian of the student. (Check One)</i> <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Armenian <input type="checkbox"/> Mandarin <input type="checkbox"/> Cantonese <input type="checkbox"/> Farsi <input type="checkbox"/> Korean <input type="checkbox"/> Russian <input type="checkbox"/> Vietnamese <input type="checkbox"/> Tagalog <input type="checkbox"/> Other:								
Highest Level of Education Completed (Check One) <input type="checkbox"/> Not a High School Graduate <input type="checkbox"/> High School Graduate or Equivalent <input type="checkbox"/> Some College (includes AA Degree) <input type="checkbox"/> College Graduate <input type="checkbox"/> Graduate School / Doctorate <input type="checkbox"/> Decline to State or Unknown								
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Number	Street	Apt/Unit	City	Zip Code				
PARENT/LEGAL GUARDIAN/CAREGIVER								
Legal Name:								
Last	First	Middle						
Preferred Name (If Applicable):								
Home Phone Number	Cell Phone Number	Work Phone Number	Email Address					
Home Correspondence Language: <i>This information indicates the preferred language for LAUSD to provide written correspondence to the parent/ legal guardian of the student. (Check One)</i> <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Armenian <input type="checkbox"/> Mandarin <input type="checkbox"/> Cantonese <input type="checkbox"/> Farsi <input type="checkbox"/> Korean <input type="checkbox"/> Russian <input type="checkbox"/> Vietnamese <input type="checkbox"/> Tagalog <input type="checkbox"/> Other:								
Highest Level of Education Completed (Check One) <input type="checkbox"/> Not a High School Graduate <input type="checkbox"/> High School Graduate or Equivalent <input type="checkbox"/> Some College (includes AA Degree) <input type="checkbox"/> College Graduate <input type="checkbox"/> Graduate School / Doctorate <input type="checkbox"/> Decline to State or Unknown								

Does the student live with this parent/legal guardian/caregiver? <input type="checkbox"/> Yes <input type="checkbox"/> No Relationship to Student: _____				
If No, please provide address:				
Number	Street	Apt/Unit	City	Zip Code

C. HOME LANGUAGE AND ETHNICITY INFORMATION

Home Language of the Student	
Which language did your child learn when he/she/they first began to talk?	
Which language does your child most frequently use at home?	
Which language do you (the parents or guardians) most frequently use when speaking to your child?	
Which language is most often spoken by adults in the home? (parents, guardians, grandparents, or any other adults)	
Has this student received any formal English language instruction?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student's Race/Ethnicity/Cultural Heritage	
Is the student's ethnicity Hispanic or Latino?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student's Race/Ethnicity/Cultural Heritage (May enter up to 5)	
Please refer to the Race/Ethnicity/Cultural Heritage List and enter the numerical code along with the corresponding text	
<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> </div>	<div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> Decline to State
Race/Ethnicity/Cultural Heritage: _____	
<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> </div>	
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Race/Ethnicity/Cultural Heritage: _____	
<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> </div>	
Race/Ethnicity/Cultural Heritage: _____	

D. STUDENT EDUCATION INFORMATION

Special Services	Check One for Each Question		
Was this student receiving special education services at their previous school?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Did this student have a current Individualized Education Program (IEP) at the previous school?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, do you have a copy of the IEP?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Did the student have a Section 504 Plan at their previous school?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, do you have a copy of the Section 504 Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Does the student have difficulties that interfere with his/her ability to go to school or to learn?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is the student identified to receive gifted and talented educational services (GATE)?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Previous Schools			
Has the student previously attended this school? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, when: _____		
Has the student previously attended any other school or center in the LAUSD (e.g., early education center, state preschool, Head Start, or other preschool)?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, list most recent LAUSD school/center attended:			
<i>Name of School</i>	<i>City/State</i>	<i>Dates Attended (Month/Year)</i>	<i>Grade Level(s)</i>
List last non-LAUSD school student attended (including early education center, state preschool, Head Start, or other preschool):			

Name of School	City/State	Dates Attended (Month/Year)	Grade Level(s)
Is this student currently under an expulsion order? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the name of the school district:			
Additional Student Information			
Are there any court orders regarding legal custody, physical custody, educational rights, or restricted contact with this child? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, a copy of the court order should be provided to the school.			
Does the student have any relatives who are all or part American Indian or Alaskan Native? <i>(Please complete the American Indian-Alaskan Native Letter Questionnaire)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, you will be contacted at home regarding the American Indian-Alaskan Native Program and whether your child may qualify for its free academic assistance and health benefits.			
Has the student's parent or legal guardian worked in one or more of the following industries in the last three years (agriculture, dairy, fishery, food process/packing, or livestock)? <i>(Please complete the Migrant Education Program, Family Work Questionnaire)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, you will be contacted at home regarding the Migrant Education Program and whether your child may qualify for its free academic assistance and health benefits.			
E. SCHOOL AGED CHILDREN LIVING IN HOUSEHOLD WITH SAME PARENT(S)/LEGAL GUARDIAN(S)/CAREGIVER(S) (include brothers, sisters, cousins)			
1. _____ Last Name, First Name	_____ / _____ / _____ Birth Date (Month/Day/Year)	_____ Current School	
2. _____ Last Name, First Name	_____ / _____ / _____ Birth Date (Month/Day/Year)	_____ Current School	
3. _____ Last Name, First Name	_____ / _____ / _____ Birth Date (Month/Day/Year)	_____ Current School	
4. _____ Last Name, First Name	_____ / _____ / _____ Birth Date (Month/Day/Year)	_____ Current School	
5. _____ Last Name, First Name	_____ / _____ / _____ Birth Date (Month/Day/Year)	_____ Current School	
F. EMERGENCY CONTACT INFORMATION (OTHER THAN PARENTS/LEGAL GUARDIANS/CAREGIVERS)			
1. Legal Name:			
Last	First	Middle	Relationship to Student
Home Address:			
Number	Street	Apartment/Unit	City
Zip Code			
Home Phone Number	Cell Phone Number	Work Phone Number	Email Address
2. Legal Name:			
Last	First	Middle	Relationship to Student
Home Address:			
Number	Street	Apartment/Unit	City
Zip Code			
Home Phone Number	Cell Phone Number	Work Phone Number	Email Address

SIGNATURE

I verify that the information contained in this document is true and correct to the best of my knowledge.

X _____
Signature

Date

Printed Name

Relationship to Student

**Race/Ethnicity List/Cultural Heritage**

1000 Afghan	1023 Cuban	3032 Liberian	7024 Rotuman
3000 African American	1024 Czechs	1050 Libyan	1069 Russian
0003 African American/Black 3001	0840 Decline to State	1051 Lithuanian	3047 Rwandan
African Canadian	3019 Djiboutian	1052 Macedonian	3048 Saint Helenian
1001 Albanian	1025 Dominican	3033 Malagasy	3049 Saint-Barth
1002 Algerian	1026 Druze	3034 Malawian	7025 Saipanese
1003 Amazigh or Berber	1027 Ecuadorean	4005 Malaysian	1070 Salvadoran
0001 American Indian/Alaska Native	1028 Egyptian	4006 Maldivian	0703 Samoan
3002 Angolan	1029 Emirati	3035 Malian	3050 Sao Tomean
3003 Anguillan	3020 Equatorial Guinean	3036 Maorais	1071 Saudi Arabian
3004 Antiguan	3021 Eritrean	7012 Maori	3051 Senegalese
1004 Arab	1030 Estonian	7013 Marquesans	1072 Serbian
7000 Are'are	3022 Ethiopian	7014 Marshallese	3052 Seychellois
1005 Argentinian	1031 Falkland Islanders	3037 Martinican	3053 Sierra Leonean
1006 Armenian	7005 Fijian	1053 Mauritanian	4013 Singaporean
0002 Asian	0006 Filipino	3038 Mauritian	1073 Slovakian
0408 Asian - Other	7006 Futunian	1054 Mestizo	7026 Solomon Islander
1007 Assyrian	3023 Gabonese	1055 Mexican	1074 Solvene
1008 Azerbaijani	3024 Gambian	4007 Mien	3054 Somalian
3005 Bahamian	7007 Gambier Islanders	4008 Mongolian	3055 South African
1009 Bahraini	1032 Georgian	1056 Montenegrin	1075 South Georgia
4000 Bangladeshi	3025 Ghanaian	3039 Montserratian	1076 South Sandwich Islands
3006 Barbadian	3026 Grenadian	1057 Moroccan	3056 South Sudanese
1010 Bedouin	3027 Guadeloupean	7015 Motuan	1077 Spaniard
1011 Belizean	0702 Guamanian	3040 Mozambican	4014 Sri Lankan
3007 Beninese	1033 Guatemalan	3041 Namibian	3057 Sudan
4001 Bhutanese	1034 Guianan	1058 Native (Central and South America)	1078 Surinamese
3008 Bissau-Guinean	1035 Guyanese	7016 Nauruan	3058 Swazi
1012 Bolivian	3028 Haitian	4009 Nepali	1079 Syrian
1013 Bosnian	0701 Hawaiian	3042 Netherlands Antillean	0705 Tahitian
3009 Botswanan	1036 Herzegovinian	1059 Nicaraguan	4015 Taiwanese
1014 Brazilian	0400 Hmong	3043 Nigerian	1080 Tajikistani
1015 Bulgarian	1037 Honduran	3044 Nigerien	3059 Tanzanian
3010 Burkinese	1038 Hungarian	7017 Niuean	4016 Thai
4002 Burmese	7008 i-Kiribati	7018 Ni-Vanuatu	4017 Tibetan
3011 Burundian	0407 Indian	4010 Okinawan	3060 Togolese
0406 Cambodian	4004 Indonesian	1060 Omani	7027 Tokelauan
3012 Cameroonian	1039 Iranian	0007 Pacific Islander	7028 Tongan
3013 Cape Verdean	1040 Iraqi	0704 Pacific Islander - Other	7029 Tuamotuan
7001 Carolinian	1041 Israeli	4011 Pakistani	7030 Tubuai
3014 Caymanian	3029 Ivorian	7019 Palauan	1081 Tunisian
3015 Central African	1042 Jamaican	1061 Palestinian	1082 Turkish
3016 Chadian	0402 Japanese	1062 Panamanian	1083 Turkmen
1016 Chaldean	1043 Jordanian	7020 Papuan	7031 Tuvaluan
4003 Cham	7009 Kanak	1063 Paraguayan	3061 Ugandan
7002 Chamorro	1044 Kazakhstani	1064 Peruvian	1084 Ukrainian
1017 Chicana/o	3030 Kenyan	7021 Pohnpeian	1085 Uruguyan
1018 Chilean	0403 Korean	1065 Polish	7032 Uvean
0401 Chinese	7010 Kosraean	3045 Principean	1086 Uzbekistani
7003 Chuukese	1045 Kurdish	1066 Puerto Rican	1087 Venezuelan
1019 Columbian	1046 Kuwaiti	4012 Punjabi	0404 Vietnamese
3017 Comorian	7011 Kwaio	1067 Qatari	3062 Virgin Islander
3018 Congolese	1047 Kyrgyzstani	7022 Rapan	0005 White
7004 Cook Islanders	0405 Laotian	7023 Rapanui	7033 Yapese
1020 Copt	1048 Latvian	3046 Réunionese	1088 Yemeni
1021 Costa Rican	1049 Lebanese	1068 Romanian	3063 Zambian
1022 Croatian	3031 Lesothan		3064 Zimbabwean



LOS ANGELES UNIFIED SCHOOL DISTRICT STUDENT EMERGENCY INFORMATION FORM

ATTACHMENT J-3

Parent Information: Please fill out completely and sign where indicated. In a major emergency, it is school district policy to retain students at school for their safety. This form will be used by the school staff when students are released to go home. Please complete electronically or print clearly and return completed form to school.

STUDENT'S LAST NAME		FIRST NAME		CHOSEN OR PREFERRED NAME (if different)		M.I.		STUDENT'S LAST NAME															
BIRTH DATE		GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> NON-BINARY		GRADE		HOME LANGUAGE																	
STUDENT'S HOME ADDRESS -- NUMBER		STREET		APT #		CITY			ZIP CODE														
MAILING ADDRESS -- NUMBER (IF DIFFERENT FROM ABOVE)		STREET		APT #		CITY			ZIP CODE														
PARENT'S / LEGAL GUARDIAN'S LAST NAME		FIRST NAME		RELATIONSHIP TO STUDENT		LIVES WITH? <input type="checkbox"/> Yes <input type="checkbox"/> No		FIRST NAME															
WORK ADDRESS -- NUMBER		STREET		CITY		ZIP CODE																	
CONTACT NUMBERS		Indicate which phone to call for each message type:*				EMAIL ADDRESS:																	
HOME		EMERGENCY		<input type="checkbox"/> Home	<input type="checkbox"/> Cell	<input type="checkbox"/> Work																	
CELL		ATTENDANCE		<input type="checkbox"/> Home	<input type="checkbox"/> Cell	<input type="checkbox"/> Work																	
WORK		GENERAL INFO		<input type="checkbox"/> Home	<input type="checkbox"/> Cell	<input type="checkbox"/> Work																	
TEXT		<input type="checkbox"/> I authorize receiving text messages and understand that I am responsible for all text related charges.																					
PARENT'S / LEGAL GUARDIAN'S LAST NAME		FIRST NAME		RELATIONSHIP TO STUDENT		LIVES WITH? <input type="checkbox"/> Yes <input type="checkbox"/> No		MIDDLE INITIAL															
WORK ADDRESS -- NUMBER		STREET		CITY		ZIP CODE																	
CONTACT NUMBERS		Indicate which phone to call for each message type:*				EMAIL ADDRESS:																	
HOME		EMERGENCY		<input type="checkbox"/> Home	<input type="checkbox"/> Cell	<input type="checkbox"/> Work																	
CELL		ATTENDANCE		<input type="checkbox"/> Home	<input type="checkbox"/> Cell	<input type="checkbox"/> Work																	
WORK		GENERAL INFO		<input type="checkbox"/> Home	<input type="checkbox"/> Cell	<input type="checkbox"/> Work																	
TEXT		<input type="checkbox"/> I authorize receiving text messages and understand that I am responsible for all text related charges.																					
<p><i>To the principal: In case you are unable to reach me during any emergency, you are authorized to contact and, if necessary, release my child to any of the following:</i></p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>NAME</td> <td>RELATIONSHIP</td> <td>HOME PHONE</td> <td>CELL PHONE</td> <td>WORK PHONE</td> </tr> <tr> <td>NAME</td> <td>RELATIONSHIP</td> <td>HOME PHONE</td> <td>CELL PHONE</td> <td>WORK PHONE</td> </tr> <tr> <td>NAME</td> <td>RELATIONSHIP</td> <td>HOME PHONE</td> <td>CELL PHONE</td> <td>WORK PHONE</td> </tr> </table>									NAME	RELATIONSHIP	HOME PHONE	CELL PHONE	WORK PHONE	NAME	RELATIONSHIP	HOME PHONE	CELL PHONE	WORK PHONE	NAME	RELATIONSHIP	HOME PHONE	CELL PHONE	WORK PHONE
NAME	RELATIONSHIP	HOME PHONE	CELL PHONE	WORK PHONE																			
NAME	RELATIONSHIP	HOME PHONE	CELL PHONE	WORK PHONE																			
NAME	RELATIONSHIP	HOME PHONE	CELL PHONE	WORK PHONE																			
<p><i>List any other family members attending this school:</i></p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>LAST NAME</td> <td>FIRST NAME</td> <td>HOME ROOM</td> <td>GRADE</td> <td>RELATIONSHIP</td> </tr> <tr> <td>LAST NAME</td> <td>FIRST NAME</td> <td>HOME ROOM</td> <td>GRADE</td> <td>RELATIONSHIP</td> </tr> </table>									LAST NAME	FIRST NAME	HOME ROOM	GRADE	RELATIONSHIP	LAST NAME	FIRST NAME	HOME ROOM	GRADE	RELATIONSHIP					
LAST NAME	FIRST NAME	HOME ROOM	GRADE	RELATIONSHIP																			
LAST NAME	FIRST NAME	HOME ROOM	GRADE	RELATIONSHIP																			
<p>MILITARY CONNECTED FAMILY: In efforts to provide resources and support to military connected students and their families, please respond to the following:</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Immediate family member in the military (Active Duty, Guard, Reserve, or Veteran): <input type="checkbox"/> YES <input type="checkbox"/> NO</td> <td>Currently Deployed: <input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>Relationship to Student: _____</td> <td>Military Branch: _____</td> </tr> <tr> <td colspan="2">Status: <input type="checkbox"/> Active Duty; <input type="checkbox"/> Guard; <input type="checkbox"/> Reserve; <input type="checkbox"/> Veteran; <input type="checkbox"/> Deceased</td> </tr> </table>									Immediate family member in the military (Active Duty, Guard, Reserve, or Veteran): <input type="checkbox"/> YES <input type="checkbox"/> NO	Currently Deployed: <input type="checkbox"/> YES <input type="checkbox"/> NO	Relationship to Student: _____	Military Branch: _____	Status: <input type="checkbox"/> Active Duty; <input type="checkbox"/> Guard; <input type="checkbox"/> Reserve; <input type="checkbox"/> Veteran; <input type="checkbox"/> Deceased										
Immediate family member in the military (Active Duty, Guard, Reserve, or Veteran): <input type="checkbox"/> YES <input type="checkbox"/> NO	Currently Deployed: <input type="checkbox"/> YES <input type="checkbox"/> NO																						
Relationship to Student: _____	Military Branch: _____																						
Status: <input type="checkbox"/> Active Duty; <input type="checkbox"/> Guard; <input type="checkbox"/> Reserve; <input type="checkbox"/> Veteran; <input type="checkbox"/> Deceased																							
<p align="center">AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT</p> <p>The undersigned, as parent/legal guardian of, _____ a minor, (Print name of the student here)</p> <p>hereby authorizes the principal or designee, into whose care the student has been entrusted, to consent to any X-ray examination, anesthetic, medical or surgical diagnosis, treatment, and/or hospital care to be rendered to the student upon the advice of any licensed physician and/or dentist. It is understood that this authorization is given in advance of any required diagnosis, treatment, or hospital care and provides authority and power to the Los Angeles Unified School District ("District") to give specific consent to any and all such diagnosis, treatment, or hospital care which a licensed physician or dentist may deem necessary. This authorization is given in accordance with Section 49407 of the California Education Code, and shall remain effective until revoked in writing and delivered to the District. I understand that the District, its officers and its employees assume no liability of any nature in relation to the transportation of the student. I further understand that all costs of paramedic transportation, hospitalization, and any examination, X-ray, or treatment provided in relation to this authorization shall be my sole responsibility as the student's parent/guardian.</p>																							
<p>HEALTH ALERTS -- List any medical condition which restricts physical activity or requires special attention. Include conditions such as asthma and allergies such as peanut and bee stings. If none, please indicate "none".</p>																							
<p>DOES THE STUDENT HAVE HEALTH INSURANCE? (Check One) <input type="checkbox"/> YES <input type="checkbox"/> NO* If "Yes": <input type="checkbox"/> Private Health Insurance <input type="checkbox"/> Medi-Cal <input type="checkbox"/> Healthy Families</p>																							
<p>MEDI-CAL / HEALTHY FAMILIES ID Number: _____</p>																							
1. PRIVATE HEALTH INSURANCE NAME		GROUP NO.		2. PRIVATE HEALTH INSURANCE NAME (If covered under more than one plan)		GROUP NO.		MIDDLE INITIAL															
NAME OF DOCTOR / MEDICAL OFFICE		PHONE NUMBER OF DOCTOR / MEDICAL OFFICE																					
<p>*If the student currently does not have health insurance, information on free or low-cost health care programs is available by calling the District's toll-free HELPLINE 1(866)742-2273.</p>																							
<p>MY CHILD IS ALLERGIC TO THE FOLLOWING MEDICATIONS:</p>																							
<p>MY CHILD CURRENTLY TAKES THE FOLLOWING MEDICATIONS:</p>																							
<p>I CERTIFY THAT I HAVE READ AND UNDERSTOOD THIS FORM AND DO HEREBY GIVE MY AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT, AND THAT ALL OF THE INFORMATION I HAVE PROVIDED ON THIS FORM IS TRUE AND CORRECT.</p>																							
<p>X _____ DATE _____</p>								MIDDLE INITIAL															
<p>SIGNATURE OF: _____ (CHECK ONE) <input type="checkbox"/> PARENT <input type="checkbox"/> LEGAL GUARDIAN CAREGIVER (AFFIDAVIT)</p>																							

* Selected telephone number must be a direct dial number (no extensions).

Revised February 2022



DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES

FORMULARIO ESTUDIANTIL DE INFORMACIÓN PARA EMERGENCIAS

Español

Información para Padres: Favor de llenar este formulario por completo y firmar en la sección indicada. En caso de una emergencia grave las normas del distrito escolar requieren mantener a los alumnos en la escuela por su seguridad. El personal escolar usará este formulario cuando los alumnos sean permitidos volver a casa. Favor de llenar electrónicamente o con letra de molde clara y entregar el formulario completo en la escuela.

APELLIDO DEL ALUMNO				NOMBRE				INICIAL	
FECHA DE NACIMIENTO		GÉNERO <input type="checkbox"/> Masc. <input type="checkbox"/> Femen. <input type="checkbox"/> No binario		GRADO		IDIOMA QUE SE HABLA EN CASA			
DOMICILIO DEL ALUMNO – Número		CALLE				APT #		CIUDAD	
DOMICILIO POSTAL -- Número (SI DIFIERE AL DE ARRIBA)		CALLE				APT #		CIUDAD	
APELLIDO DEL PADRE/TUTOR LEGAL		NOMBRE				PARENTEZCO AL ALUMNO		VIVE CON EL ALUMNO <input type="checkbox"/> Sí <input type="checkbox"/> No	
DIRECCIÓN DEL TRABAJO		CALLE				CIUDAD		CÓDIGO POSTAL	
Números telefónicos de contacto		Indicar a qué número llamar para cada tipo de mensaje:*				CORREO ELECTRÓNICO:			
HOGAR		EMERGENCIA		<input type="checkbox"/> Hogar <input type="checkbox"/> Celular <input type="checkbox"/> Trabajo					
CELULAR		ASISTENCIA		<input type="checkbox"/> Hogar <input type="checkbox"/> Celular <input type="checkbox"/> Trabajo					
TRABAJO		INFORMACIÓN GENERAL		<input type="checkbox"/> Hogar <input type="checkbox"/> Celular <input type="checkbox"/> Trabajo					
MSG. DE TEXTO		<input type="checkbox"/>		Autorizo que se me envíen mensajes de texto y entiendo que los cobros derivados son responsabilidad mía.					
APELLIDO DEL PADRE/TUTOR LEGAL		NOMBRE				PARENTEZCO AL ALUMNO		VIVE CON EL ALUMNO <input type="checkbox"/> Sí <input type="checkbox"/> No	
DOMICILIO – número		CALLE				CIUDAD		CÓDIGO POSTAL	
Números Telefónicos de Contacto		Indicar a qué número llamar para cada tipo de mensaje*				CORREO ELECTRÓNICO:			
HOGAR		EMERGENCIA		<input type="checkbox"/> Hogar <input type="checkbox"/> Celular <input type="checkbox"/> Trabajo					
CELULAR		ASISTENCIA		<input type="checkbox"/> Hogar <input type="checkbox"/> Celular <input type="checkbox"/> Trabajo					
TRABAJO		INFORMACIÓN GENERAL		<input type="checkbox"/> Hogar <input type="checkbox"/> Celular <input type="checkbox"/> Trabajo					
MSG. DE TEXTO		<input type="checkbox"/>		Autorizo que se me envíen mensajes de texto y entiendo que los cobros derivados son responsabilidad mía.					
Al director: En caso de no localizarme durante una emergencia, le autorizo a contactar y, de ser necesario, entregarle a mi niño a cualquiera de las siguientes personas:									
NOMBRE		PARENTEZCO		TEL. DEL HOGAR		TEL. DE CELULAR		TEL. DEL TRABAJO	
NOMBRE		PARENTEZCO		TEL. DEL HOGAR		TEL. DE CELULAR		TEL. DEL TRABAJO	
NOMBRE		PARENTEZCO		TEL. DEL HOGAR		TEL. DE CELULAR		TEL. DEL TRABAJO	
Incluir cualquier otro miembro de la familia que asista a esta escuela:									
APELLIDO		NOMBRE		SALÓN PRINCIPAL		GRADO ESCOLAR		PARENTEZCO	
APELLIDO		NOMBRE		SALÓN PRINCIPAL		GRADO ESCOLAR		PARENTEZCO	
FAMILIA CON NEXOS MILITARES: A fin de proporcionar recursos y apoyo a alumnos y a sus familias con nexos militares, favor de contestar las siguientes secciones:		Miembro directo de la familia en el ejército (servicio activo, en la Guardia nacional, Reservas, veterano): <input type="checkbox"/> Sí <input type="checkbox"/> No Parentesco con el alumno _____				Desplegado actualmente: <input type="checkbox"/> YES <input type="checkbox"/> NO Rama militar: _____ Estatus: <input type="checkbox"/> Servicio Activo; <input type="checkbox"/> Guardia; <input type="checkbox"/> Reservas; <input type="checkbox"/> Veterano; <input type="checkbox"/> Ocaso			
AUTORIZACIÓN PARA TRATAMIENTO MÉDICO DE EMERGENCIA									
El abajo firmante, como padre/tutor legal de: _____									
(Escribir el nombre del alumno con letra de molde)									
por medio del presente autoriza al director o persona designada, habiéndosele encomendado el cuidado del alumno, a acceder a cualquier análisis con radiografía, anestesia, diagnóstico médico o quirúrgico, tratamiento y/o atención en hospital para el alumno, según lo especifique un médico acreditado y/o dentista. Estoy al tanto de que esta autorización se extiende antes de cualquier diagnóstico, tratamiento o atención en hospital necesaria y otorgo la autoridad y facultad al Distrito Escolar Unificado de Los Angeles ("Distrito") de dar consentimiento a todo y cualquier diagnóstico, tratamiento, o atención en hospital con un médico acreditado o dentista conforme se determine necesario. Esta autorización se extiende de acuerdo con el Artículo 49407 del Código de Educación de California, y seguirá en vigencia hasta que se revoque por escrito y dicha revocación se entregue al Distrito. Entiendo que el Distrito, sus funcionarios y empleados no asumen responsabilidad de cualquier índole en relación con el transporte del alumno. También estoy al tanto de que el costo de transporte de paramédicos, hospitalización, análisis, radiografías, o tratamiento que se proporcione en relación con esta autorización será responsabilidad exclusivamente mía, como padre/tutor del alumno.									
ALERTA DE SALUD – Incluir cualquier condición médica del alumno que limite actividad física o requiera atención especial. Incluir condiciones tales como asma y alergias (por ejemplo: a la crema de mani, o picaduras de abeja). Si el alumno no presenta ninguna condición indicar "ninguna".									
INDICAR SI EL ALUMNO TIENE SEGURO MÉDICO (Marcar uno) <input type="checkbox"/> Sí <input type="checkbox"/> No * Si respondió "Sí" Indique: <input type="checkbox"/> Seguro médico Particular <input type="checkbox"/> Medi-Cal <input type="checkbox"/> Healthy Families									
# de miembro MEDI-CAL / HEALTHY FAMILIES: _____									
1. SEGURO MÉDICO PARTICULAR		GRUPO #		1. SEGURO MÉDICO PARTICULAR		GRUPO #			
NOMBRE DEL DOCTOR/ CLÍNICA				NOMBRE DEL DOCTOR/ CLÍNICA					
*Si el alumno actualmente no tiene seguro médico, para información sobre programas gratuitos o a precios módicos, llame sin costo alguno a la LÍNEA DE ASISTENCIA del Distrito al : 1(866)742-2273.									
MI HIJO ES ALÉRGICO A LOS SIGUIENTES MEDICAMENTOS: _____									
MI HIJO ACTUALMENTE TOMA LOS SIGUIENTES MEDICAMENTOS: _____									
HAGO CONSTAR QUE LEÍ Y ENTIENDO ESTE FORMULARIO Y OTORGO MI AUTORIZACIÓN PARA TRATAMIENTO MÉDICO DE EMERGENCIA, Y QUE TODA LA INFORMACIÓN QUE PROPORCIONÉ EN ESTE FORMULARIO ES VERDICA Y CORRECTA.									
X								FECHA	
FIRMA DE:		(MARCAR UNO) <input type="checkbox"/> PADRE <input type="checkbox"/> TUTOR LEGAL		PERSONA A CARGO DEL CUIDADO (DECLARACIÓN JURADA)					

* El número telefónico seleccionado debe ser línea de marcado directo (no extensiones)

Corregido junio 2022

K – 12TH GRADE

(including transitional kindergarten)



GRADE	NUMBER OF DOSES REQUIRED OF EACH IMMUNIZATION ^{1, 2, 3}				
K-12 Admission	4 Polio ⁴	5 DTaP ⁵	3 Hep B ⁶	2 MMR ⁷	2 Varicella
(7th-12th) ⁸	K-12 doses	+ 1 Tdap			
7th Grade Advancement ^{9,10}		1 Tdap ⁸			2 Varicella ¹⁰

- Requirements for K-12 admission also apply to transfer pupils.
- Combination vaccines (e.g., MMRV) meet the requirements for individual component vaccines. Doses of DTP count towards the DTaP requirement.
- Any vaccine administered four or fewer days prior to the minimum required age is valid.
- Three doses of polio vaccine meet the requirement if one dose was given on or after the 4th birthday.
- Four doses of DTaP meet the requirement if at least one dose was given on or after the 4th birthday. Three doses meet the requirement if at least one dose of Tdap, DTaP, or DTP vaccine was given on or after the 7th birthday (also meets the 7th-12th grade Tdap requirement. See fn. 8.)
- For 7th grade admission, refer to Health and Safety Code section 120335, subdivision (c).
- Two doses of measles, two doses of mumps, and one dose of rubella vaccine meet the requirement, separately or combined. Only doses administered on or after the 1st birthday meet the requirement.
- For 7th-12th graders, at least one dose of pertussis-containing vaccine is required on or after the 7th birthday.
- For children in ungraded schools, pupils 12 years and older are subject to the 7th grade advancement requirements.
- The varicella requirement for seventh grade advancement expires after June 30, 2025.

DTaP/Tdap = diphtheria toxoid, tetanus toxoid, and acellular pertussis vaccine

Hep B = hepatitis B vaccine

MMR = measles, mumps, and rubella vaccine

Varicella = chickenpox vaccine

INSTRUCTIONS:

California schools are required to check immunization records for all new student admissions at TK /Kindergarten through 12th grade and all students advancing to 7th grade before entry. Students entering 7th grade who had a personal beliefs exemption on file must meet the requirements for TK/K-12 and 7th grade. See shotsforschool.org for more information.

UNCONDITIONALLY ADMIT a pupil whose parent or guardian has provided documentation of any of the following for each immunization required for the pupil's age or grade as defined in table above:

- Receipt of immunization.
- A permanent medical exemption.*
- A personal beliefs exemption (filed in CA prior to 2016); this is valid until enrollment in the next grade span, typically at TK/K or 7th grade.†

CONDITIONALLY ADMIT any pupil who lacks documentation for unconditional admission if the pupil has:

- Commenced receiving doses of all the vaccines required for the pupil's grade (table above) and is not currently due for any doses at the time of admission (as determined by intervals listed in Conditional Admission Schedule, column entitled "EXCLUDE IF NOT GIVEN BY"), or
- A temporary medical exemption from some or all required immunizations.*

CONDITIONAL ADMISSION SCHEDULE FOR GRADES K-12

Before admission a child must obtain the first dose of each required vaccine and any subsequent doses that are due because the period of time allowed before exclusion has elapsed.

DOSE	EARLIEST DOSE MAY BE GIVEN	EXCLUDE IF NOT GIVEN BY
Polio #2	4 weeks after 1st dose	8 weeks after 1st dose
Polio #3¹	4 weeks after 2nd dose	12 months after 2nd dose
Polio #4¹	6 months after 3rd dose	12 months after 3rd dose
DTaP #2	4 weeks after 1st dose	8 weeks after 1st dose
DTaP #3²	4 weeks after 2nd dose	8 weeks after 2nd dose
DTaP #4	6 months after 3rd dose	12 months after 3rd dose
DTaP #5	6 months after 4th dose	12 months after 4th dose
Hep B #2	4 weeks after 1st dose	8 weeks after 1st dose
Hep B #3	8 weeks after 2nd dose and at least 4 months after 1st dose	12 months after 2nd dose
MMR #2	4 weeks after 1st dose	4 months after 1st dose
Varicella #2	Age less than 13 years: 3 months after 1st dose	4 months after 1st dose
	Age 13 years and older: 4 weeks after 1st dose	8 weeks after 1st dose

1. Three doses of polio vaccine meet the requirement if one dose was given on or after the fourth birthday. If polio #3 is the final required dose, polio #3 should be given at least six months after polio #2.
2. If DTaP #3 is the final required dose, DTaP #3 should be given at least six months after DTaP #2, and pupils should be excluded if not given by 12 months after second dose. Three doses meet the requirement if at least one dose of Tdap, DTaP, or DTP vaccine was given on or after the seventh birthday. One or two doses of Td vaccine given on or after the seventh birthday count towards the requirement.

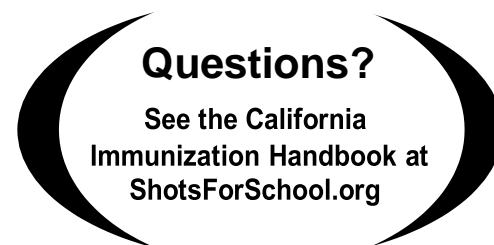
Continued attendance after conditional admission is contingent upon documentation of receipt of the remaining required immunizations. The school shall:

- review records of any pupil admitted conditionally to a school at least every 30 days from the date of admission,
- inform the parent or guardian of the remaining required vaccine doses until all required immunizations are received or an exemption is filed, and
- update the immunization information in the pupil's record.

For a pupil **transferring** from another school in the United States whose immunization record has not been received by the new school at the time of admission, the school may admit the child for up to 30 school days. If the immunization record has not been received at the end of this period, the school shall exclude the pupil until the parent or guardian provides documentation of compliance with the requirements.

* In accordance with 17 CCR sections 6050-6051 and Health and Safety Code sections 120370-120372.

† In accordance with Health and Safety Code section 120335.



GUÍA DE REQUISITOS DE VACUNACIÓN PARA GRADOS K-12

(incluyendo kínder transición)



GRADO	NÚMERO DE DOSIS REQUERIDAS DE CADA VACUNA ^{1, 2, 3}				
Ingreso a K-12 °	4 Polio ⁴	5 DTaP ⁵	3 Hep B ⁶	2 MMR ⁷	2 Varicela
(7°-12°) ⁸	Dosis para K-12° + 1 Tdap				
Paso a 7° grado ^{9,10}	1 Tdap ⁸				2 Varicela ¹⁰

- Los requisitos para ingresar a K-12 también aplican a alumnos de transferencia.
- Las vacunas combinadas (p. ej., MMRV) cumplen con los requisitos para componentes individuales de cada vacuna. Las dosis de DTP cuentan hacia el requisito de DTaP.
- Cualquier vacuna que se aplicó cuatro días o menos antes de la edad mínima requerida es válida.
- Tres dosis de la vacuna contra la polio cumplen con el requisito si por lo menos una de las dosis se aplicó al cumplir los cuatro años de edad o después.
- Cuatro dosis de la vacuna DTaP cumplen con el requisito si por lo menos una de las dosis se aplicó al cumplir los cuatro años de edad o después. Tres dosis cumplen con el requisito si por lo menos una dosis de Tdap, DTaP o DTP se aplicó al cumplir los siete años de edad o después (también cumple con el requisito de Tdap para alumnos de 7°-12° grado. Vea nota 8). Una o dos dosis de la vacuna Td que se aplicaron al cumplir los siete años de edad o después también cuenta hacia el requisito para el ingreso a K-12°.
- Para el paso a 7° grado, consulte al Código de Salud y Seguridad, sección 120335, subdivisión (c).
- Dos dosis de la vacuna contra el sarampión, dos dosis de la vacuna contra las paperas y una dosis de la vacuna contra la rubéola cumplen el requisito, por separado o en conjunto. Sólo las dosis administradas al cumplir el 1er año de edad o después cumplen con el requisito.
- Se requiere al menos una dosis con protección contra la pertussis (tos ferina) al cumplir los siete años de edad o después para todos los alumnos de 7°-12° grado.
- Para niños en escuelas sin grados, los alumnos de 12 años de edad o mayor necesitan cumplir con los requisitos para el paso a 7° grado.
- El requisito de varicela para el paso a 7° grado vence después del 30 de junio del 2025.

DTaP/Tdap= vacuna contra el tétanos, la difteria y la tos ferina acelular

Hep B= vacuna contra la hepatitis B

MMR= vacuna contra el sarampión, la rubéola y las paperas

INSTRUCCIONES:

Los alumnos ingresando a 7° grado con una exención por creencias personales en su archivo, deben de cumplir con los requisitos para TK/K- 12° y 7° grado. Visite shotsforschool.org para más información.

Se requiere que las escuelas en California revisen los Comprobantes de Inmunización de todos los alumnos nuevos de Kínder de Transición/Kínder hasta el 12° grado al igual que todos los alumnos pasando a 7° grado antes de ingresar.

ADMITA INCONDICIONALMENTE a un alumno cuyo padre o tutor ha proporcionado documentación de cualquiera de los siguientes puntos para cada vacuna requerida para la edad o el grado del alumno, según se define en la tabla arriba:

- Comprobante de Inmunización
- Una exención médica permanente*
- Una exención por creencias personales (presentada antes del 2016 en CA) es válida hasta la matriculación en el siguiente rango de grados, usualmente TK/K o 7° grado.[†]

ADMITA CONDICIONALMENTE a cualquier alumno que le falte la documentación para la admisión incondicional si el alumno:

- Comenzó a recibir dosis de todas las vacunas requeridas para su grado (tabla arriba) y actualmente no le toca ninguna dosis al momento de su ingreso (según los intervalos en el Calendario de Admisión Condicional bajo la columna titulada "EXCLUIR SI NO SE HA DADO") o
- Tiene una exención médica temporal para algunas o todas las vacunas requeridas.*

CALENDARIO DE ADMISIÓN CONDICIONAL PARA GRADOS K-12

Antes de ingresar a la escuela, cada alumno debe obtener la primera dosis de cada vacuna requerida y cualquier dosis que le toca porque el período de tiempo permitido antes de la exclusión ha transcurrido.

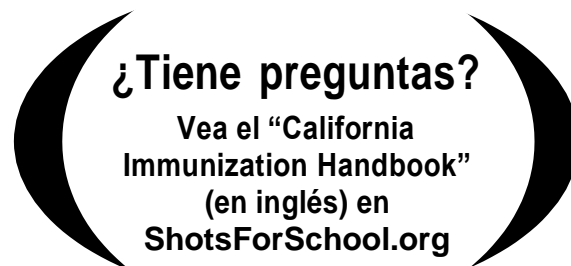
DOSIS	LO MÁS TEMPRANO QUE SE PUEDE DAR	EXCLUIR SI NO SE HA DADO
Polio #2	4 semanas después de la 1ra dosis	8 semanas después de la 1ra dosis
Polio #3	4 semanas después de la 2da dosis	12 meses después de la 2da dosis
Polio #4¹	6 meses después de la 3ra dosis	12 meses después de la 3ra dosis
DTaP #2	4 semanas después de la 1ra dosis	8 semanas después de la 1ra dosis
DTaP #3²	4 semanas después de la 2da dosis	8 semanas después de la 2da dosis
DTaP #4	6 meses después de la 3ra dosis	12 meses después de la 3ra dosis
DTaP #5	6 meses después de la 4ta dosis	12 meses después de la 4ta dosis
Hep B #2	4 semanas después de la 1ra dosis	8 semanas después de la 1ra dosis
Hep B #3	8 semanas después de la 2da dosis y por lo menos 4 meses después de la 1ra dosis	12 meses después de la 2da dosis
MMR#2	4 semanas después de la 1ra dosis	4 meses después de la 1ra dosis
Varicela #2	Menor de 13 años de edad: 3 meses después de la 1ra dosis	4 meses después de la 1ra dosis
	13 años de edad o mayor: 4 semanas después de la 1ra dosis	8 semanas después de la 1ra dosis

1. Tres dosis de la vacuna contra la polio cumplen con el requisito si una se aplicó al cumplir los 4 años o de después. Si la polio #3 es la última dosis requerida, polio #3 debe aplicarse al menos seis meses después de la polio #2.
2. Si DTaP #3 es la última dosis requerida, DTaP #3 debe aplicarse al menos seis meses después de DTaP #2, y los alumnos que no la han recibido entre los 12 meses después de la segunda dosis deben ser excluidos. Tres dosis cumplen con el requisito si el alumno recibió al menos una dosis de Tdap, DTaP o DTP al cumplir los siete años de edad o después. Una o dos dosis de la vacuna Td administrada al cumplir los siete años de edad o después cuentan hacia este requisito.

La asistencia continua después de la admisión condicional es permitida mientras que se presente documentación demostrando que el alumno recibió las vacunas requeridas restantes. La escuela debe:

- Revisar los archivos de cualquier alumno admitido condicionalmente cada 30 días después de la fecha de ingreso.
- Informar al padre o tutor de las vacunas restantes requeridas hasta que el alumno reciba todas las vacunas requeridas o presente una exención y
- Actualice la información de vacunación en el archivo escolar del alumno.

Si una escuela con un alumno transfiriéndose de otra escuela en los Estados Unidos cuyo archivo aún no se ha recibido en el momento de ingreso, la nueva escuela puede admitir al alumno por hasta 30 días. Si la nueva escuela no recibe el Comprobante de Inmunización al final de este periodo, la nueva escuela debe excluir al alumno hasta que su padre o tutor presente la documentación que cumple con los requisitos.



* De acuerdo con 17 CCR secciones 6050-6051 y las secciones 120370-120372 del Código de Salud y Seguridad.

† De acuerdo con la sección 120335 del Código de Salud y Seguridad.

Los Angeles Unified School District
NURSING SERVICES**ORAL HEALTH ASSESSMENT/WAIVER REQUEST FORM**

California law, *Education Code Section 49452.8*, now requires that your child have an oral health assessment by May 31 in kindergarten or first grade, whichever is his or her first year of public school. The law specifies that the assessment must be performed by a licensed dentist or other licensed or registered dental health professional. Oral health assessments that have happened within the 12 months before your child enters school also meet this requirement. If you cannot take your child for this assessment, you may be excused from this requirement by filling out Section 3 of this form.

Student's Last Name	First Name	Middle Initial	Birth Date (mo/day/year)
Address		City	Zip
Phone ()			
School Name	Teacher	Student's Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Parent/Guardian Name
Child's race/ethnicity: (Optional): <input type="checkbox"/> Alaska Native <input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Multi-racial <input type="checkbox"/> Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Unknown <input type="checkbox"/> Other: _____			
SECTION 1: To be completed by the parent or guardian			

California law requires schools to maintain the privacy of students' health information. Your child's identity will not be associated with any report produced as a result of this requirement. If you have any questions about this requirement, please contact your school office.

➤ _____
Signature of parent or guardian *Date*

SECTION 2: Oral Health Data Collection			
To be completed by the dental professional conducting the assessment			
Assessment Date:	<u>Visible caries and/or fillings present:</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Visible caries present:</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Treatment Urgency:</u> <input type="checkbox"/> No obvious problem found <input type="checkbox"/> Early dental care recommended <input type="checkbox"/> Urgent care needed

➤ _____
Signature of Dental Professional *Date*

SECTION 3: Waiver of Oral Health Assessment Requirement	
To be completed by a parent or guardian requesting to be excused from this requirement	
I request that my child be excused from the oral health assessment requirement for the following reason: (Please check the box that best describes the reason.)	
<input type="checkbox"/> I am unable to find a dental office that will take my child's insurance plan. My child is covered by the following insurance plan: <input type="checkbox"/> Healthy Families <input type="checkbox"/> Healthy Kids <input type="checkbox"/> Medi-Cal/Denti-Cal <input type="checkbox"/> None <input type="checkbox"/> Other _____	
<input type="checkbox"/> I cannot afford an oral health assessment for my child.	
<input type="checkbox"/> I do not wish my child to receive an oral health assessment.	
Optional: Other reasons my child could not get an oral health assessment _____	

RETURN THIS FORM TO THE SCHOOL BY MAY 31.

Original to be retained in student's school record.



Evaluación de la Salud Dental y Formulario para Solicitar una Exención

El Artículo 49452.8 del *Código de Educación* de la ley de California ahora dispone que su hijo de kinder o de primer grado deba ser sometido a una evaluación de salud dental para el 31 de mayo durante su primer año en la escuela pública. La ley especifica que la evaluación deberá ser realizada por un dentista titulado o por algún otro profesional registrado o con licencia para ejercer en el área de la salud dental. Los exámenes dentales que se han llevado a cabo durante los 12 meses antes de que su hijo entre a esta escuela también cubren este requisito. Si no puede llevar a su hijo(a) a que le hagan este examen, se le puede exentar de este requisito llenando la Sección 3 de esta forma.

Sección 1: Debe ser completada por el padre, la madre o el tutor legal			
Nombre del alumno	Apellido	Inicial (segundo nombre)	Fecha de nacimiento: (mes/día/año):
Domicilio	Ciudad	Zona Postal	Teléfono ()
Nombre de la escuela	Maestro(a)	Sexo <input type="checkbox"/> Masculino <input type="checkbox"/> Femenino	Nombre del padre o tutor:
Raza o grupo étnico del (la) niño(a): (Opcional) <input type="checkbox"/> Nativo de Alaska <input type="checkbox"/> Indioamericano <input type="checkbox"/> Asiático <input type="checkbox"/> Afroamericano <input type="checkbox"/> Hispano/Latino <input type="checkbox"/> Multi-racial <input type="checkbox"/> Nativo de Hawaii/Islands del Pacífico <input type="checkbox"/> Blanco <input type="checkbox"/> Se desconoce <input type="checkbox"/> Otro: _____			

La ley de California dispone que las escuelas deban mantener confidencial la información de la salud de los estudiantes. La identidad de su hijo(a) no se relacionará con ningún informe que se elabore como resultado de este requisito. Si tiene preguntas en relación con esto, por favor comuníquese con la oficina de su escuela.

➤ _____
Firma del padre o tutor

_____ Fecha

SECTION 2: Oral Health Data Collection			
To be completed by the dental professional conducting the assessment (Debe ser completada por el profesional dental que realiza la evaluación)			
Assessment Date:	Visible caries and/or fillings present: <input type="checkbox"/> Yes <input type="checkbox"/> No	Visible caries present: <input type="checkbox"/> Yes <input type="checkbox"/> No	Treatment Urgency: <input type="checkbox"/> No obvious problem found <input type="checkbox"/> Early dental care recommended <input type="checkbox"/> Urgent care needed

➤ _____
Signature of Dental Professional

_____ Date

SECCIÓN 3: Exención del Requisito para la Evaluación de la Salud Dental	
Debe ser completada por el padre, la madre o tutor legal que solicite la exención de este requisito	
Solicito que a mi hijo(a) se le exente del requisito de la evaluación dental debido a la siguiente razón: (Por favor marque el cuadro que describa la razón)	
<input type="checkbox"/> No puedo encontrar una oficina dental que acepte el plan de seguro de mi hijo(a). Mi hijo(a) está cubierto(a) por el siguiente plan de seguro: <input type="checkbox"/> Healthy Families <input type="checkbox"/> Healthy Kids <input type="checkbox"/> Medi-Cal/Denti-Cal <input type="checkbox"/> Ninguno <input type="checkbox"/> Otro _____	
<input type="checkbox"/> No puedo pagar una evaluación de salud dental para mi hijo(a). <input type="checkbox"/> No deseo que a mi hijo(a) se le haga una evaluación de salud dental.	
Opcional: Otras razones por las cuales a mi hijo(a) no se le puede realizar una evaluación dental _____	

DEVUELVA ESTA FORMA A LA ESCUELA PARA EL 31 DE MAYO.

El original se archivará en el expediente original del estudiante.



STUDENT HOUSING QUESTIONNAIRE (SHQ)

The McKinney-Vento Homeless Assistance Act, part of Every Student Succeeds Act (ESSA), entitles all school-aged children experiencing homelessness access to the same free, appropriate public education that is provided to non-homeless youth. Schools are required to remove barriers to enrollment, attendance, and academic success of students experiencing homelessness. To determine eligibility please complete this form. For additional information, please contact the Homeless Education Office at (213) 202-7581.

Student First Name:		Student Last Name:		Date of Birth:	Gender:
Local District:	School:	Campus/Site:	Grade:	Student District ID:	
Address:		Apt#:	City:	Zip Code:	
Parent/Guardian Name:			Contact Number:		
Is the student: (check all that apply): <input type="checkbox"/> a parenting teen? <input type="checkbox"/> an unaccompanied youth? <input type="checkbox"/> a runaway?					
Has the student transferred schools any time after completing the second year of high school? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, forward a copy of SHQ to school's academic counselor for AB1806 eligibility.					



Is the student currently living in one of the Nighttime Residence options listed below?

☐ YES ☐ NO



If you answered "NO" to this question, please STOP and sign below. If you answered "YES", complete the remainder of the form.

CHECK (✓) ONE OF THE NIGHTTIME RESIDENCE OPTIONS THAT BEST DESCRIBES YOUR CURRENT LIVING SITUATION DUE TO THE LOSS OF HOUSING:

Shelter (ex. Homeless, Domestic Violence...etc) Name:	Motel or Hotel Name:
Garage (unconverted)	Car, trailer, or campsite
Temporarily in another family's house or apartment	Temporarily with an adult that is not the parent or guardian
Transitional Housing Program Name:	Trailer/motor home on private property
Other places <u>NOT</u> designated for or ordinarily used as a regular sleeping accommodation for human beings Explain: _____	

Is the student in need of services? ☐ YES ☐ NO

If yes, please check the services being requested.

☐ Backpack/School Supplies ☐ Hygiene Kits ☐ Transportation Assistance *

*If you are requesting transportation assistance, please read and sign the affidavit below:

I need assistance from LAUSD, as I have no alternate means to deliver my child to school. I agree to have my child attend school every day and on time. I also agree to notify the District if our situation changes or we no longer require this assistance. I understand that my child must meet the eligibility criteria for transportation assistance and I must comply with sign-in and supervision requirements.

If transportation is denied, the School-Site Homeless Liaison will be notified. Parent/Guardian can appeal.

Parent/Guardian's Initials:

Date:

Is the student in need of a referral for additional resource(s)? ☐ YES ☐ NO

If yes, please check the referral(s) being requested.

☐ Clothing Assistance: Shoes, Clothing, Uniforms ☐ Tutoring ☐ Housing Referrals ☐ Assistance for a Parenting Teen

Designated School Site Homeless Liaison must conference with family to facilitate the requested referral(s)

Your Designated School Site Homeless Liaison is:

Name	Title	Phone	E-mail
------	-------	-------	--------

Do you have other preschool and/or school aged children in the home? ☐ YES ☐ NO

If yes, please complete an additional SHQ. All sibling(s) must have an SHQ on file at their school site.

AFFIDAVIT: By signing this form, I declare under penalty of the laws in the State of California that the foregoing is true and correct. In addition, I understand that the District reserves the right to verify the above listed residence information.

Signature of Parent/Legal Guardian/Caregiver: _____ Date: _____

SCHOOL PLEASE NOTE:

- ✓ Upon completion, please fax to (213) 580-6551 OR scan and email SHQ to your corresponding Local District: shqldc@lausd.net, shqldc@lausd.net, shqldne@lausd.net, shqldnw@lausd.net, shqlds@lausd.net, or shqldw@lausd.net
- ✓ SHQ MUST be kept in a **CONFIDENTIAL** file, which is separate from the permanent student record (this form must NOT be placed in the cumulative file).

Revised 7/12/19



CUESTIONARIO DE VIVIENDA ESTUDIANTEL (SHQ)

El Acta de Asistencia Educativa McKinney-Vento para Estudiantes sin hogar, es parte de la ley Cada Estudiante Triunfa (ESSA por sus siglas en Inglés), les da el derecho a todos los niños en edad escolar; que se encuentran sin hogar, a tener acceso a la misma educación pública, gratuita y apropiada que se proporciona a los estudiantes que sí tienen hogar. Las escuelas tienen la obligación de facilitar la inscripción, asistencia y éxito académico de los estudiantes que se encuentran sin hogar. Para determinar elegibilidad, por favor complete este cuestionario. Para obtener información adicional, comuníquese a la oficina de Educación para Estudiantes sin Hogar llamando al (213) 202-7581.

Nombre del Estudiante:	Apellido del Estudiante:			Fecha de Nacimiento:	Género:
Escuela:	Sitio:	Distrito Local:	Grado:	Número estudiantil del Distrito:	
Dirección:	# de Apto.:	Ciudad:			Código Postal:
Nombre del padre/guardián:			Número de contacto:		
Marque todo lo que aplique (✓) El estudiante: <input type="checkbox"/> es un padre adolescente? <input type="checkbox"/> es un joven no acompañado por adultos? <input type="checkbox"/> ha huido de su hogar sin permiso?					
¿Cambié de escuelas el estudiante; en cualquier momento, después de haber completado el segundo año de la escuela secundaria? <input type="checkbox"/> Sí <input type="checkbox"/> No Si indica que sí, proporcione una copia de este cuestionario al consejero académico de la escuela para revisar elegibilidad de AB1806.					

¿Está el estudiante actualmente viviendo en una de las opciones listadas abajo?



☐ Sí ☐ No



Si usted contestó "NO" a esta pregunta, por favor pare y firme abajo. Si respondió "Sí", complete el resto del cuestionario.

MARQUE (✓) LA OPCIÓN QUE MEJOR DESCRIBA LA SITUACIÓN ACTUAL DE DONDE PASA LA NOCHE DEBIDO A LA PERDIDA DE VIVIENDA

Refugio (ej. sin hogar, violencia doméstica, etc.) Nombre:	Motel/Hotel Nombre:
Garaje (sin acomodaciones)	Automóvil, Casa móvil (no fija), Tráiler o lugar de campamento
Temporalmente en la casa o apartamento de otra familia	Temporalmente con un adulto que no es el padre, la madre o el tutor legal
Programa de vivienda transicional Nombre:	Tráiler/casa rodante (fija) en propiedad privada
Otros lugares <u>NO</u> designados o generalmente no utilizados como una vivienda adecuada para seres humanos? Explique:	

¿Necesita el Estudiante servicios? ☐ SI ☐ NO
por favor marque los servicios que solicita (Si contesto "Sí")

☐ Mochilas/Materiales escolares ☐ Artículos de higiene personal ☐ Asistencia de transporte*

*Si usted está solicitando asistencia de transporte, por favor lea y firme la declaración jurada a continuación:

Necesito asistencia de LAUSD, ya que no tengo otra manera de llevar a mi hijo(a) a la escuela. Acepto hacer que mi hijo(a) asista a la escuela todos los días puntualmente. También acepto notificar al Distrito si nuestra situación cambia o si ya no necesitamos esta asistencia. Entiendo que mi hijo(a) debe cumplir con los requisitos pertinentes para recibir asistencia de transportación; y que debo cumplir con los requisitos de confirmar mi supervisión por escrito.

Se notificará a el Enlace Escolar para Personas sin Hogar el resultado de la petición. Si la petición de transporte es negada, los Padres/Guardianes puede apelar la decisión. Iniciales de Padre/Tutor: Fecha:

¿Necesita el estudiante servicios adicionales? ☐ SI ☐ NO
Si indico que "sí, por favor marque los servicios que necesita

☐ ropa, zapatos, uniformes ☐ tutoría académica ☐ referencias a organizaciones de vivienda ☐ asistencia a padres adolescentes

El Enlace Escolar para Personas sin Hogar debe tener una conferencia con la familia para facilitar referencias a estos servicios.

El Enlace Escolar para Personas sin Hogar en su escuela es:

Nombre	Cargo	Teléfono	Correo electrónico
--------	-------	----------	--------------------

Tiene otros niños(as) en edad preescolar o en edad escolar en el hogar? ☐ Sí ☐ No

Si contestó "Sí", por favor complete un cuestionario adicional. Cada estudiante debe tener un cuestionario archivado en la escuela que asiste.

AFIDÁVIT- Al firmar este cuestionario, declaro bajo pena de perjurio de conformidad con las leyes en el estado de California que la información proporcionada es verdadera y correcta. Además, entiendo que el Distrito se reserva el derecho de verificar la información sobre la vivienda.

➔ Firma del Padre/Guardián : _____ Fecha: _____ ➔

SCHOOL PLEASE NOTE: upon completion, please fax to (213) 580-6551 OR scan/email to your Local District.

Central: shqldc@lausd.net, East: shqldc@lausd.net, NorthEast: shqldne@lausd.net, NorthWest shqldnw@lausd.net, South: shqlds@lausd.net, West: shqldw@lausd.net

SHQ MUST be kept in a CONFIDENTIAL file, which is separate from the permanent student record (this form must NOT be placed in the cumulative file).

Revised 07/2019



LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

Title III Immigrant Education Program
Questionnaire Form

Your child and you as the parent/guardian may be eligible to receive *FREE* supplemental educational and support services funded by the Title III Immigrant Education Program. These services may include:

- | | |
|---|--|
| <ul style="list-style-type: none">• After-School Tutoring• Saturday School• Summer School | <ul style="list-style-type: none">• Family Literacy• Family Training• Parent/Family Outreach |
|---|--|

The purpose of the Title III Immigrant Education Program is to provide enhanced instructional opportunities to immigrant students and their families to support students in meeting the grade level and graduation standards.

Important: Proof of family income or immigration status is *NOT* required to receive services. Any student who was not born in the U.S. and has been attending U.S. schools for less than three school years may be eligible for these services. To determine eligibility for these services, please provide the following information to the school:

Student Name: _____	Grade: _____
Place of Birth (City, State/Province, and Country): _____	
Date of first U.S. school enrollment (mm/dd/yy): _____	

Programa de Educación Inmigrante de Título III
Forma de Cuestionario

Sus hijos y usted como padre o guardián pueden ser elegibles para recibir servicios educativos y de apoyo *GRATUITOS*. Servicios pueden incluir:

- | | |
|--|--|
| <ul style="list-style-type: none">• Tutoría después de clases• Clases de sábado• Escuela de verano | <ul style="list-style-type: none">• Alfabetización para familias• Entrenamiento para familias• Alcance para padres/familia |
|--|--|

El propósito de Programas de Educación Inmigrante de Título III es de proveer oportunidades de instrucción mejoradas para los estudiantes inmigrantes y sus familias. Esto asegurará que estos estudiantes alcancen los estándares del nivel de grado y los estándares de graduación.

Importante: NO se requiere pruebas del ingreso familiar o documentos de inmigración para recibir estos servicios suplementarios. Cualquier estudiante que no haya nacido en los Estados Unidos y haya asistido a escuelas en los Estados Unidos durante menos de tres años escolares puede ser elegible para estos servicios suplementarios. Para determinar si su hijo/a califica para estos servicios, provee la siguiente información a su escuela:

Nombre del Estudiante: _____	Grado: _____
Lugar de Nacimiento (ciudad, estado y país): _____	
Fecha de primera inscripción en la escuela de los EE.UU. (mes, día, año): _____	



Los Angeles Unified School District

Migrant Education Program Family Work Questionnaire



Your children may be eligible to receive **FREE** educational and health services.
Possible services may include:

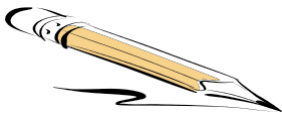
- After-School Tutoring
- Saturday School
- Preschool Programs
- Help Recovering High School Credits
- Summer College Academies
- Summer Outdoor Camp
- Summer Science Academies
- Dental Screenings/Medical Referrals

Parents receive training on:

How to become involved in their children's schools, how to support their children's academic success, requirements for college admissions and other services. We also provide information for classes to obtain a GED certificate, which is an equivalent to a high school diploma.

Have you or any family member moved to work or seek work in agriculture within the last 3 years? Yes <input type="checkbox"/> NO <input type="checkbox"/> If you answered YES, please answer the next question Did your children move with you during the time you worked or went to seek work? Yes <input type="checkbox"/> NO <input type="checkbox"/> (Please check all the agricultural and fishing jobs, temporary and seasonal, that applies.)			
<input type="checkbox"/> Field Work/ Agriculture Examples: (plant, prune, pick, harvest, pack, sort or transport fruits, vegetables, grains, or other crops; soil preparation, irrigation, fumigation, etc.)	<input type="checkbox"/> Orchard Examples: (pick, prune, sort fruit, nut trees, vines, etc.)	<input type="checkbox"/> Nursery Examples: (plant, cultivate, harvest flowers, plants, trees, bushes, herbs, sod, etc.)	<input type="checkbox"/> Fishing Examples: (catch, sort, pack, process, transport fish or shellfish, etc.)
<input type="checkbox"/> Dairy/Farm/Ranch/ Livestock Examples: (milking, cattle feeding, transporting animals; raising farm animals such as poultry, goats, pigs, etc.; and sale of its products such as milk, eggs, cheese, etc. for someone or for family support.	<input type="checkbox"/> Packing Examples: (process, store, freeze, can, pack fruits, vegetables, meats, etc.)	<input type="checkbox"/> Food Processing Examples: (prepare, process foods like tomato sauce, fruit jellies, chili sauce; processing of wheat or flour for tortilla items, pack cut or pack an assortment of meats.)	<input type="checkbox"/> Forestry/Lumber Examples: (plant, grow, cultivate, harvest trees; thinning and vegetation control, etc.)

Important: Proof of family income or immigration status is **NOT** required to receive services.



Please provide the following information to your school:

Parent(s)/Guardian(s) Name: _____ Date: _____

Address: _____

Telephone: _____

What is the best time to call you? ☐ 8am-12pm ☐ 12pm-6pm ☐ 6pm-8pm

Student Name(s): _____

Student's School: _____ Grade(s): _____

For more information call the Los Angeles Unified School District,
Migrant Education Office at: (213) 241-0510



Distrito Escolar Unificado de Los Ángeles

Programa de Educación Migrante
Cuestionario Sobre el Trabajo de la Familia



Sus hijos pueden ser elegibles para recibir servicios educativos y de salud **GRATUITOS**. Algunos servicios pueden incluir:

- Tutoría Después de Clases
- Clases los Sábados
- Programas de Preparación para el Kinder
- Ayuda para Recuperar Créditos de la Dentales/Referencias Médicas Secundaria/Preparatoria (High School)
- Academias Universitarias en el Verano
- Campamento al Aire Libre en el Verano
- Academias de Ciencias en el Verano
- Exámenes

Los padres recibirán entrenamiento en lo siguiente:

Como involucrarse en la escuela de sus hijos, como apoyar el logro académico de sus hijos, conocer los requisitos de admisión al colegio y otros servicios. También tenemos información sobre las clases para obtener el certificado del GED, que es un equivalente al diploma de la escuela preparatoria (high school).

¿Se ha mudado usted o algún miembro de la familia a trabajar o buscar trabajo en la agricultura dentro de los últimos 3 años? Sí ☐ No ☐

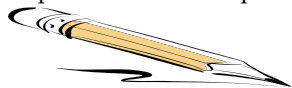
Si contesto SI, favor de contestar la siguiente pregunta

¿Sus hijos se mudaron con usted cuando fue a trabajar o a buscar trabajo? Sí ☐ No ☐

(Por favor indique todos los trabajos agrícolas y de pesca, temporales o de temporada, que aplican.)

<input type="checkbox"/> Trabajo de Campo/Agricultura <u>Ejemplos:</u> (sembrar, plantar, podar, pizar, cosechar, empacar, sortear o transportar frutas, vegetales, granos, u otras cosechas; preparación de la tierra, irrigación, fumigación, etc.)	<input type="checkbox"/> Huerta <u>Ejemplos:</u> (pizar, podar, sortear frutas, árboles de nueces, y viñas, etc.)	<input type="checkbox"/> Vivero <u>Ejemplos:</u> (sembrar, cultivar, plantar, cosechar flores, plantas, árboles, arbustos, hierbas, siembra del césped, etc.)	<input type="checkbox"/> Pesca <u>Ejemplos:</u> (pescar, sortear, empacar, procesar, transportar pescado o mariscos, etc.)
<input type="checkbox"/> Lechería/Granja/Rancho/Ganadería <u>Ejemplos:</u> (ordeñar, alimentar ganado, transportar animales; crianza de animales de granja, tales como aves de corral, chivos, cerdos, etc.; y venta de sus productos como leche, huevos, queso, etc. para alguien o para el sustento de la familia.)	<input type="checkbox"/> Empacadora <u>Ejemplos:</u> (procesamiento/tratamiento, almacenaje, congelación, enlatar, empacar frutas, vegetales, carnes, etc.)	<input type="checkbox"/> Tratamiento/Procesamiento de Comida <u>Ejemplos:</u> (preparar, procesar, tratamiento de comidas como la salsa de tomate, jaleas de fruta, salsa, o procesamiento de trigo o de harina para productos de tortilla, cortar o empacar un surtido de carnes.)	<input type="checkbox"/> Silvicultura/Madera de Construcción/Trabajo Forestal <u>Ejemplos:</u> (sembrar, plantar, cultivar, cosechar árboles; control de la vegetación, etc.)

Importante: **NO** se requiere pruebas del ingreso familiar o documentos de inmigración para recibir servicios.



Favor de proveer la siguiente información a su escuela:

Nombre del Padre de Familia o Guardián: _____ Fecha: _____

Domicilio: _____

Número de Teléfono: _____

¿Cuál es la mejor hora para llamarle? ☐ 8am-12pm ☐ 12pm-6pm ☐ 6pm-8pm

Nombre del Estudiante: _____

Escuela del Estudiante: _____ Grado: _____

Para más información llame a la oficina del Programa de Educación Migrant
Del Distrito Escolar Unificado de Los Ángeles al (213) 241-0510

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LOS ANGELES UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE OFFICES

333 South Beaudry Avenue, 25th Floor
 Los Angeles, California 90017
 Telephone: (213) 241-5582 | Fax: (213) 241-7561

ALBERTO M. CARVALHO
 Superintendent

ALISON YOSHIMOTO-TOWERY
 Chief Academic Officer

LYDIA ACOSTA STEPHENS
 Executive Director

March 25, 2022

Dear Parent/Guardian,

The Los Angeles Unified School District (L.A. Unified) Title VI Indian Education Program's mission is to assist with the unique educational and culturally related academic needs of American Indian/Alaskan Native students with L.A. Unified. Title VI aims to provide highly relevant, culturally based academic learning experiences that improve their skill-set(s), while addressing the needs of the "whole child/person." Indian Education workshops and study hall tutoring help Indian and Alaska Native children sharpen their academic skills, assist students in becoming proficient in the core content areas, and provide students an opportunity to participate in enrichment programs that would otherwise be unavailable. Funds support such activities as culturally responsive after-school programs, Native language classes, early childhood education, tutoring, and dropout prevention.

A student who is enrolled in, or who is a member of, a U.S. federally recognized tribe, a State recognized tribe, or whose parent, or grandparent is an enrolled member, is eligible to register for the program. If this applies to your student, please fill out the Title VI ED 506 Student Eligibility Certification Form and return it to the L.A. Unified Title VI Indian Education Program office at 333 S. Beaudry Ave., 25th Floor, Los Angeles, CA 90017.

To be eligible, each form must be complete with all the following information:

- 1) Name of child and date of birth
- 2) Name of school and grade
- 3) Name of individual with tribal enrollment
- 4) Name of tribe, band, or organized Indian group
- 5) Proof of membership, as defined by tribe, which can be tribal enrollment/membership number, or other evidence
- 6) Name and address of the tribe, band, or organized Indian group maintaining membership data
- 7) Parent's signature, date, mailing address, and phone number

If you should have any questions, or need any additional information/assistance, please contact the Title VI Indian Education Program office at (213) 241-5582.

Sincerely,

Lydia Acosta Stephens
 Executive Director

Susan Hawk
 Title VI Administrator

ED 506 Form
Indian Student Eligibility Certification Form for Title VI Indian Education Formula Grant Program

Parent/Guardian: This form serves as the official record of the eligibility determination for each individual child included in the student count for the Title VI Indian Education Formula Grant Program. If you choose to submit a form, your child could be counted for funding under the program. The grantee receives the grant funds based on the number of eligible forms counted during the established count period. You are not required to complete or submit this form unless you wish for your child(ren) to be included in the Indian student count. This form should be kept on file with the grant applicant and will not need to be completed every year. Where applicable, the information contained in this form may be released with your prior written consent or the prior written consent of an eligible student (aged 18 or over), or if otherwise authorized by law, if doing so would be permissible under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and any applicable state or local confidentiality requirements.

Student Information

Name of the Child _____ Date of Birth _____ Grade level _____

Name of School _____ School District _____

Tribal MembershipThe individual with Tribal membership is the (select only one): ☐ child ☐ child's parent ☐ child's grandparentIf the individual with Tribal membership is **not** the child listed above, name the individual (parent/grandparent) with tribal membership: _____Name and address of Tribe or Band that maintains updated and accurate membership data for the individual listed above:

Name _____ Address _____

City _____ State _____ Zip Code _____

The Tribe or Band is (select only one):

- ☐ Federally Recognized Tribe
- ☐ State Recognized Tribe
- ☐ Terminated Tribe
- ☐ Alaska Native
- ☐ Member of an organized Indian group that received a grant under the Indian Education Act of 1988 as it was in effect October 19, 1994.

Proof of membership in Tribe or Band listed above, as defined by Tribe or Band is:

- ☐ Membership or enrollment number establishing membership (if readily available) or
- ☐ Other evidence establishing membership in the Tribe listed above (describe and attach)

Membership or enrollment number establishing membership (if readily available) or other evidence establishing membership in the Tribe listed above (describe and attach). _____

Attestation Statement

I verify that the information provided above is true and correct to the best of my knowledge and belief.

Printed Name of Parent/Guardian _____ Signature _____

Address _____ City _____ State _____ Zip Code _____

Phone Number _____ Email _____ Date _____

For Parent/Guardians:**Definitions:**

Indian means an individual who is (1) A member of an Indian Tribe or Band, as membership is defined by the Indian Tribe or Band, including any Tribe or Band terminated since 1940, and any Tribe or Band recognized by the State in which the Tribe or Band resides; (2) A descendant of a parent or grandparent who meets the requirements described in paragraph (1) of this definition; (3) Considered by the Secretary of the Interior to be an Indian for any purpose; (4) An Eskimo, Aleut, or other Alaska Native; or (5) A member of an organized Indian group that received a grant under the Indian Education Act of 1988 as it was in effect on October 19, 1994.

Student Information: Write the name of the child, date of birth, grade level, name of school and school district. Only name one child per form.

Tribal Membership: Write the name of the individual with the tribal membership, if it is not the child listed. Only one name is needed for this section, even though multiple persons may have tribal membership. Select only one identifier: the child, child's parent or grandparent, for whom you can provide membership information.

Write the name and address of the organization that maintains updated and accurate membership data for such Tribe or Band of Indians. The name does not need to be the official name as it appears exactly on the Department of Interior's list of federally recognized Tribes, but the name must be recognizable and be of sufficient detail to permit verification of the eligibility of the Tribe. Check only one box indicated whether it is a Federally Recognized, State Recognized, Terminated Tribe or Organized Indian Group. Write the enrollment number establishing the membership for the child, parent or grandparent, if readily available, or other evidence of membership.

Attestation Statement: Provide the printed name of parent/guardian and signature, address, phone number and email of the parent or guardian of the child. The signature of the parent or guardian of the child verifies the accuracy of the information supplied.

Paperwork Burden Statement: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1810-0021. The time required to complete this portion of the information collection per type of respondent is estimated to average: 15 minutes per Indian student certification (ED 506) form; including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Office of Indian Education, U.S. Department of Education, 400 Maryland Avenue, S.W., LBJ/Room 3W238, Washington, D.C. 20202-6335

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**LOS ANGELES UNIFIED SCHOOL DISTRICT**

333 South Beaudry Avenue, 29th Floor
 Los Angeles, California 90017
 Telephone: (213) 241-4822 | Fax: (213) 241-8977

ALBERTO M. CARVALHO
 Superintendent

ALISON YOSHIMOTO TOWERY
 Chief Academic Officer

SOPHIA MENDOZA
 Director, Instructional Technology Initiative

PARENT and STUDENT NOTIFICATION

Rules Concerning Use of Loaned Computing Devices (i.e., Tablets, Laptops) and Related Accessories Assigned to Students

____ Student Last Name (PRINT) ____ Student First Name (PRINT) ____ Grade ____ Student ID Number ____ Date

____ Parent/Guardian Last Name (PRINT) ____ Parent/Guardian First Name (PRINT)

I am being issued a Los Angeles Unified School District (LAUSD) computing device and related accessories. I agree to keep it safe and well maintained. I will follow the guidelines for care of the device as explained below.

SECURITY

1. I will know where my assigned device is at all times.
2. I will never leave my assigned device unattended.
3. I will secure my assigned device when I am participating in PE by putting it in my locker or other secure location, unless instructed to bring the device to PE class by the teacher.
4. I will never loan my assigned device to anyone.
5. I realize that security devices have been installed on the assigned device that permit tracking and that usage will be monitored.
6. I will, at all times, keep myself safe and will use the device only in areas where I can keep myself and the device safe.

(Student and Parent initial here) _____

CARE

7. I understand that the device assigned may include a protective case that is to remain on the device at all times. This case may not be removed or replaced.
8. I will protect the screen from scratches.
9. I will keep food and beverages away from my assigned device since they may cause damage to it.
10. I will not mark, draw, write or place unapproved stickers on the device or case.
11. I will not disassemble or attempt any repairs on any part of my assigned device. Doing so will void the device's warranty.
12. If damage occurs, including, but not limited to, scratches, cracks or dents, I will report the damage to the school administration within 24 hours or as soon as possible thereafter.
13. In the case of theft or vandalism, I will file a police report and notify school administration within 24 hours or as soon as possible thereafter.

(Student and Parent initial here) _____

USAGE

14. I will follow the LAUSD Responsible Use Policy (RUP) for use of LAUSD computers and network systems.
15. I will not reformat the device, tamper with its security settings, or change its operating system (e.g., iOS for Apple Devices).
16. I will adhere to all applicable copyright and software license agreements that forbid downloading of media and software that has not been legally acquired.
17. I will not engage in any harassment or acts of intimidation (cyber-bullying) in an attempt to harm other people using my assigned Device or any other electronic device.

(Student and Parent initial here) _____

RESPONSIBILITY

18. I understand that my assigned device is subject to inspection by any staff member, teacher or administrator at the school, at any time and without notice. I further understand that the device remains the property of LAUSD.
19. I agree to return the device, related accessories and device case in good working condition (with the exception of normal wear and tear) immediately upon request by LAUSD.
20. I will return the assigned device to my school administrator (or designee) at the end of each school year. If I withdraw, am expelled, or terminate enrollment at my school for any reason, I will return the assigned device and accessories on the date of termination to the school's administrator. I will not engage in any harassment or acts of intimidation (cyber-bullying) in an attempt to harm other people using my assigned Device or any other electronic device.
21. I have completed the Digital Citizenship lessons.

(Student and Parent initial here) _____

PARENT/GUARDIAN ACKNOWLEDGEMENT (Devices Take Home)

Responsibility for Loaned Computing Devices Assigned to Students

This document informs you of your legal responsibility with regard to the device and its related accessories, which may include case, keyboard cable and battery charger ("Loaned Equipment") described below, that the Los Angeles Unified School District ("LAUSD") is loaning to your child.

LAUSD may hold liable a parent or guardian of any minor who willfully cuts, defaces, or otherwise injures any property of LAUSD, or fails to return any property of LAUSD upon demand of LAUSD, for all damages caused by the minor. (See, District Bulletin BUL-5509.2, Restitution Procedures for the Loss or Damage of School Property, dated March 7, 2017 California Education Code §48904.) LAUSD property includes the Loaned Equipment, which may have a value of up to \$700 for tablets and \$1,300 for laptops.

- I agree to the **Security, Care, Usage and Responsibility** conditions listed in the "Rules Concerning Use of Loaned Devices (i.e., Tablets or Laptops) Assigned to Students" ("Rules"), on the previous page. My child's failure to abide by the Rules, thereby resulting in damage to or loss of the Device, may be considered a willful act for which I am liable, subject to the following due process procedures set forth in Bulletin BUL-5509.2:
 - LAUSD shall inform parent or guardian immediately in writing after any alleged loss which gives rise to an obligation under Section 48904 of the Education Code.
 - The parent or guardian may present information on behalf of the student during a conference at the school as to the reasons why a fee should not be imposed.
 - The principal/designee shall, after reviewing any information presented during this meeting, decide whether or not to withhold the marks, diploma, or transcripts and/or impose the fee for damages. The parent/guardian and student shall be notified in writing of the decision. The decision of the principal is final, and there is no appeal beyond the school level.
 - Upon receiving notification of the school's decision, the parent or guardian may, if necessary, pay the outstanding obligation, or the student may complete a voluntary work assignment determined by the school.
- The Loaned Equipment is, and will remain, the property of the Los Angeles Unified School District with the sole intended use by the student to whom it has been assigned.
- I further agree to abide by LAUSD's Responsible Use Policy (RUP) for use of loaned equipment and LAUSD's computer network ([see attached](#)).

CHOOSE OPTION 1 or 2 BELOW BY CHECKING THE APPROPRIATE BOX

☐ **OPTION 1 – "OPTING IN" TO TAKING DEVICE HOME** – Yes, I want my student to take the device home.

I have read and I understand the responsibilities described above and agree to comply with the "Rules." I give permission for my child to take the Device home. I agree to monitor and engage with my child when accessing online content away from school using the Device.

Acknowledgement of Inherent Risks of Internet Usage: I acknowledge that there are security, privacy and confidentiality risks inherent in Internet use and wireless communications. I understand that the District has taken those reasonable measures, including a web filtering solution, currently available to minimize such risks. However, I acknowledge that no filter or other technology currently available provides complete protection against such risks. I have determined that for my child the benefits of online activity and wireless communications outweigh the risks, and on my child's behalf, I will assume the risk associated with such activity. I agree that it is my responsibility to monitor and engage with my child concerning appropriate online usage.

☐ **OPTION 2 – "OPTING OUT" TO TAKING DEVICE HOME** – No, I do NOT want my child to take the device home.

I have read and I understand the responsibilities described above and do not wish for my child to take the Device home. I further understand that should the Device be needed to complete assignments outside of school, the school will provide hardcopy materials to my child to take home and/or may provide access to Devices on campus outside of regular classroom hours.

Print Student Name (Last, First): _____

Student Signature: _____ **Date:** _____

Print Parent (Guardian) Name: _____

Parent (Guardian) Signature: _____ **Date:** _____



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

Call Center Hours:
Monday - Friday
8:00 A.M. - 4:30 P.M.

Children's Health Access & Medi-Cal Program

CHAMP



Does your family need help getting free/low cost health insurance?

Contact us at (213) 241-3840 option 1 or email: champ@lausd.net

CHAMP provides:

- Pre-screening for Health Insurance Program Eligibility
Medi-Cal | Medi-Cal Expansion | Covered CA | Kaiser Permanente Child Health Program
- Health Insurance Application Assistance and Enrollment
- Outreach and Education on the Affordable Care Act
- Information About Utilizing and Maintaining Health Insurance Benefits
- Health Care Referrals to School-Based Health/Wellness Centers and Community Clinics

All Youth Healthy and Achieving

<http://achieve.lausd.net/CHAMP>

CHAMP is a department within the Los Angeles Unified School District and is part of the Student Health & Human Services Division. Partial funding for CHAMP is provided by the Centers for Medicaid and Medicare Services. 03/16



Horario del Centro
de Llamadas:
Lunes a viernes
8:00 A.M. - 4:30 P.M.

Programa Medi-Cal y de Acceso a la Salud Infantil

CHAMP



¿Necesita su familia ayuda para obtener seguro médico de bajo costo/gratuito?

Llame a (213) 241-3840 opción 1 o por correo electrónico: champ@lausd.net

CHAMP ofrece:

- Pre-revisión de elegibilidad para el Programa de Seguro Médico
Medi-Cal | Expansión de Medi-Cal | Covered CA | Programa de Salud para Niños de Kaiser Permanente
- Asistencia para la solicitud e inscripción para el Seguro Médico
- Educación sobre la Ley del Cuidado Asequible de la Salud
- Información sobre cómo usar y mantener los beneficios del seguro médico
- Referencias médicas a Centros Escolares de Salud, Centros de Bienestar y Clínicas Comunitarias

Todos los jóvenes deben estar saludables y rendir académicamente

<http://achieve.lausd.net/CHAMP>

CHAMP es un departamento del Distrito Escolar Unificado de Los Ángeles y forma parte de la Oficina de Salud Estudiantil y Servicios Humanos, el Departamento de Salud Pública del Condado de Los Ángeles y los Centros para los Servicios de Medicaid y Medicare aportan financiamiento parcial para CHAMP. 03/16





Los Angeles Unified School District

Responsible Use Policy (RUP) for District Computer Systems

Information for Students and Families

Purpose

The purpose of the District's Responsible Use Policy ("RUP") is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with legislation including, but not limited to, the Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA) and Family Educational Rights and Privacy Act (FERPA). Furthermore, the RUP clarifies the educational purpose of District technology. As used in this policy, "user" includes anyone using computers, Internet, email, and all other forms of electronic communication or equipment provided by the District (the "network") regardless of the physical location of the user. The RUP applies even when District-provided equipment (laptops, tablets, etc.) is used off District property. Additionally, the RUP applies when non-District devices access the District network.

The District uses technology protection measures to block or filter access, as much as reasonably possible, to visual and written depictions that are obscene, pornographic, or harmful to minors over the network. The District can and will monitor users' online activities and access, review, copy, and store or delete any communications or files and share them with adults as necessary. Users should have no expectation of privacy regarding their use of District equipment, network, and/or Internet access or files, including email.

The District will take all necessary measures to secure the network against potential cyber security threats. This may include blocking access to District applications, including, but not limited to, email, data management and reporting tools, and other web applications outside the United States and Canada.

Student Responsibility

By initialing and signing this policy, you acknowledge that you understand the following:

I am responsible for practicing positive digital citizenship.

- ☐ I will practice positive digital citizenship, including appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technology.
- ☐ I will be honest in all digital communication.
- ☐ I understand that what I do and post online must not disrupt school activities or compromise school safety and security.

I am responsible for keeping personal information private.

- ☐ I will not share personal information about myself or others including, but not limited to, names, home addresses, telephone numbers, birth dates, or visuals such as pictures, videos, and drawings.
- ☐ I will not meet anyone in person that I have met only on the Internet.
- ☐ I will be aware of privacy settings on websites that I visit.
- ☐ I will abide by all laws, this Responsible Use Policy and all District security policies.

I am responsible for my passwords and my actions on District accounts.

- ☐ I will not share any school or District usernames and passwords with anyone.
- ☐ I will not access the account information of others.



Los Angeles Unified School District

Responsible Use Policy (RUP) for District Computer Systems

Information for Students and Families

- ☐ I will log out of unattended equipment and accounts in order to maintain privacy and security.

___ I am responsible for my verbal, written, and artistic expression.

- ☐ I will use school appropriate language in all electronic communications, including email, social media posts, audio recordings, video conferencing, and artistic works.

___ I am responsible for treating others with respect and dignity.

- ☐ I will not send and/or distribute hateful, discriminatory, or harassing digital communications, or engage in sexting.
☐ I understand that bullying in any form, including cyberbullying, is unacceptable.

___ I am responsible for accessing only educational content when using District technology.

- ☐ I will not seek out, display, or circulate material that is hate speech, sexually explicit, or violent.
☐ I understand that any exceptions must be approved by a teacher or administrator as part of a school assignment.
☐ I understand that the use of the District network for illegal, political, or commercial purposes is strictly forbidden.

___ I am responsible for respecting and maintaining the security of District electronic resources and networks.

- ☐ I will not try to get around security settings and filters, including through the use of proxy servers to access websites blocked by the District.
☐ I will not install or use illegal software or files, including copyright protected materials, unauthorized software, or apps on any District computers, tablets, smartphones, or other new technologies.
☐ I know that I am not to use the Internet using a personal data plan at school, including personal mobile hotspots that enable access on District equipment.
☐ I will not use the District network or equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.

___ I am responsible for taking all reasonable care when handling District equipment.

- ☐ I understand that vandalism in any form is prohibited.
☐ I will report any known or suspected acts of vandalism to the appropriate authority.
☐ I will respect my and others' use and access to District equipment.

___ I am responsible for respecting the works of others.

- ☐ I will follow all copyright (<http://copyright.gov/title17/>) guidelines.
☐ I will not copy the work of another person and represent it as my own and I will properly cite all sources.
☐ I will not download illegally obtained music, software, apps, and other works.

Consequences for Irresponsible Use

Misuse of District devices and networks may result in restricted access. Failure to uphold the responsibilities listed above is misuse. Such misuse may also lead to disciplinary and/or legal action against students, including suspension, expulsion, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation. (For more information, see BUL-6399.0, Social Media Policy for Students.)

Disclaimer

The District makes no guarantees about the quality of the services provided and is not liable for any claims, losses, damages, costs, or other obligations arising from use of the network or District accounts.



Los Angeles Unified School District

Responsible Use Policy (RUP) for District Computer Systems

Information for Students and Families

Users are responsible for any charges incurred while using District devices and/or network. The District also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's individual point of view and not that of the District, its affiliates, or employees. Students under the age of 18 should only access District network accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use outside of school.

Summary:

All users are responsible for practicing positive digital citizenship. Positive digital citizenship includes appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites and all other electronic communications, including new technology. It is important to be honest in all digital communications without disclosing sensitive personal information. What District community members do and post online must not disrupt school activities or otherwise compromise individual and school community safety and security.

Instructions:

Read and initial each section above and sign below. Be sure to review each section with a parent or guardian and get their signature below. Return to your teacher or other designated school site personnel.

I have read, understand, and agree to abide by the provisions of the Responsible Use Policy of the Los Angeles Unified School District.

Date: _____

School: _____

Student Name: _____

Student Signature: _____

Parent/Legal
Guardian Name: _____

Parent/Legal
Guardian Signature: _____

Teacher Name: _____

Room Number: _____

**LOS ANGELES UNIFIED SCHOOL DISTRICT**
Parent/Guardian Publicity Authorization and Release

Dear Parent/Guardian:

The Los Angeles Unified School District requests your permission to reproduce through printed, audio, visual, or electronic means activities in which your pupil has participated in his/her education program. Your authorization will enable us to use specially prepared materials to (1) train teachers and/or (2) increase public awareness and promote continuation and improvement of education programs through the use of mass media, displays, brochures, websites, etc.

1. Name of Pupil (please print)

2. Birthdate (please print)

3. Name of Parent (please print)

- a. I, as a parent of guardian, of the above named pupil fully authorize and grant the Los Angeles Unified School District and its authorized representatives, the right to print, photograph, record, and edit as desired, the biographical information, name, image, likeness, and/or voice of the above named pupil on audio, video, film, slide, or any other electronic and printed formats, currently developed, (known as "Recordings"), for the purposes stated or related to the above.
- b. I understand and agree that use of such Recordings will be without any compensation to the pupil or the pupil's parent or guardian.
- c. I understand and agree that the Los Angeles Unified School District and/or its authorized representatives shall have the exclusive right, title, and interest, including copyright, in the Recordings.
- d. I understand and agree that the Los Angeles Unified School District and/or its authorized representatives shall have the unlimited right to use the Recordings for any purposes stated or related to the above.
- e. I hereby release and hold harmless the Los Angeles Unified School District and its authorized representatives from any and all actions, claims, damages, costs, or expenses, including attorney's fees, brought by the pupil and/or parent or guardian which relate to or arise out of any use of these Recordings as specified above.

My signature shows that I have read and understand the release and I agree to accept its provisions.

4. Signature of Parent/Guardian

5. Date Signed

6. Address (Number, Street, Apartment Number)

7. City

8. State

9. Zip Code

10. Telephone

Granting of permission is voluntary. Please return completed form to school.

11. Principal

**Approved as to form by the
Office of the General Counsel.**

12. School

This form shall not be amended without
written approval of both the Office of the
General Counsel and the Office of
Communications/Public Information



LOS ANGELES UNIFIED SCHOOL DISTRICT
Autorización de los padres o tutores para la divulgación publicitaria

Estimado(a) padre, madre, tutor o tutora:

El Distrito Escolar Unificado de Los Ángeles requiere de su permiso para reproducir por medios impresos, auditivos, visuales o electrónicos las actividades en las cuales su hijo(a) ha participado dentro de su programa educativo. Su autorización nos permitirá usar materiales especialmente preparados para: (1) preparar maestros y/o (2) aumentar la diseminación de información al público y promover la continuación y mejoramiento de los programas educativos mediante el uso de los medios masivos de comunicación, exhibidores, folletos, páginas web, redes sociales, foros web de diálogo (blogs) y publicaciones relacionadas con el distrito.

1. Nombre y apellido del (de la) estudiante (escriba por favor en letra de molde)

2. Fecha de nacimiento (escriba por favor en letra de molde)

3. Nombre y apellido del padre o la madre (escriba por favor en letra de molde)

- a. Yo, como padre, madre, tutor o tutora del (de la) alumno(a) antes mencionado(a) doy mi autorización plena y concedo al Distrito Escolar Unificado de Los Ángeles y a sus representantes autorizados el derecho para imprimir, fotografiar, grabar y editar - según lo desee - la información biográfica, el nombre y apellido, las imágenes, las similitudes, o la voz del (de la) alumno(a) antes mencionado(a), en forma auditiva, en videocintas, en filmes, en diapositivas, en cualquier otra forma electrónica o en formatos impresos que actualmente se desarrollan (se les conoce como "Grabaciones"), para los propósitos antes mencionados y declarados.
- b. Entiendo y estoy de acuerdo en que el uso de tales Grabaciones se dará sin compensación alguna para los estudiantes, sus padres o sus tutores.
- c. Entiendo y estoy de acuerdo en que el Distrito Escolar Unificado de Los Ángeles o sus representantes autorizados tendrán el derecho exclusivo, el título, el interés e inclusive el derecho de autor de las Grabaciones.
- d. Entiendo y estoy de acuerdo en que el Distrito Escolar Unificado de Los Ángeles o sus representantes autorizados tendrán el derecho ilimitado para utilizar las Grabaciones para cualquiera de los propósitos declarados o relacionados con lo antes mencionado.
- e. Por la presente exonero de toda responsabilidad civil al Distrito Escolar Unificado de Los Ángeles y a sus representantes autorizados por la totalidad y cada una de las demandas, reclamos, daños y perjuicios, costos o gastos, incluso los honorarios de los abogados, que presenten los alumnos, sus padres o sus tutores en lo relacionado a lo que se haya suscitado o pudiera surgir por cualquier uso de estas Grabaciones, conforme se especificó antes.

Mi firma muestra que he leído y que entiendo esta exoneración de toda responsabilidad civil, y estoy de acuerdo en aceptar sus disposiciones.

4. Firma del padre, la madre, el tutor o la tutora

5. Fecha en que se firmó

6. Domicilio (Número de la calle, calle, número de apartamento)

7. Ciudad

8. Estado

9. Código postal

10. Teléfono

El conceder su permiso es de carácter voluntario. Sírvase devolver a la escuela el formulario lleno.

11. Director(a)

**formulario aprobado por el
Despacho del asesor jurídico**

12. Escuela

Queda prohibido enmendar este formulario sin la autorización escrita tanto de la Oficina del Asesor Legal General como de la Oficina de Comunicación y Relaciones con Medios.



LOS ANGELES UNIFIED SCHOOL DISTRICT
Refugee Educational Support Program

Eligibility Questionnaire

Your children may be eligible to receive FREE educational services. Possible services may include:

- After-School Programs
- Summer College Academies
- Saturday School
- Summer Outdoor Camp
- Help Recovering High School Credits

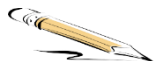
Parents receive training on:

How to become involved in their children's schools, how to support their children's academic success, requirements for college admissions and other services. We also provide information for classes to obtain a GED certificate, which is an equivalent to a high school diploma.

You may be eligible for services if 1) your child arrived in the U.S. within the last 5 years, 2) is between the ages 5 – 18, **and** 3) has the following immigration status:

- | | | |
|--|--|---|
| <input type="checkbox"/> Paroled as a Refugee or Asylee
<input type="checkbox"/> Refugee
<input type="checkbox"/> Asylee
<input type="checkbox"/> Cuban and Haitian Entrant | <input type="checkbox"/> Amerasians
<input type="checkbox"/> Iraqi and Afghan Special Immigrants
<input type="checkbox"/> Unaccompanied Refugee Minors | <input type="checkbox"/> victims of severe forms of trafficking who receive certification or an eligibility letter from ORR |
|--|--|---|

For detailed documentation requirements please visit <http://bit.ly/ORRequirements>



Please provide the following information to your school:

Parent(s)/Guardian(s) Name: _____ Date: _____

Address: _____

Telephone: _____

What is the best time to call you? ☐ 8am-12pm ☐ 12pm-6pm ☐ 6pm-8pm

Student's Name: _____

School Name: _____ Grade: _____

For more information, call the Los Angeles Unified School District, RESPite Office at: (213) 241-3107

*** TO HOME SCHOOL STAFF ***

Please return this survey to the Refugee Educational Support Program office, Beaudry Building, 29TH Floor, within two weeks of student's enrollment, in order to make services available to eligible families.

Please call (213) 241-3107 for more information.



LOS ANGELES UNIFIED SCHOOL DISTRICT
Refugee Educational Support Program

Cuestionario de Elegibilidad

Sus niños pueden ser elegible a recibir servicios educativo
GRATIS. Servicios posible inclui:

- Programas después de escuela
- Academies de verano
- Escuela de sábado
- Acampar en verano
- Recuperante de Creditos Preparatoria

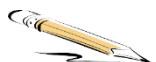
Los padres recibir formación en:

Cómo involucrarse en la escuela de su hijo/a, cómo apoyar su niños para éxito académico, requisitos para la Universidad y otros servicios. Tambien recibira informacion para las clases para obtener un certificado GED que is equivalente a la preparatoria.

Su hijo/a puede ser elegible para servicios si 1) su hijo llegó a los Estados Unidos en los últimos 5 años, 2) tiene entre 5 y 18 años y 3) tiene el siguiente estado de inmigración:

- | | | |
|--|--|---|
| <input type="checkbox"/> En libertad condicional como refugiado o asilado
<input type="checkbox"/> Refugiado
<input type="checkbox"/> Asilado
<input type="checkbox"/> Participante cubano y haitiano | <input type="checkbox"/> Amerasianos
<input type="checkbox"/> Iraquíes y afganos inmigrantes especiales
<input type="checkbox"/> Refugiados menores no acompañados | <input type="checkbox"/> Víctima de la trata de personas que reciben certificación o una carta de elegibilidad de ORR |
|--|--|---|

Para obtener información detallada sobre los requisitos de documentación , visite <http://bit.ly/ORRequirements>



Por favor de suministrarla información siguiente a su escuela:

Nombre de padre: _____ Fecha: _____

Dirección: _____

Teléfono: _____

Qué sera la mejor hora para llamar? ☐ 8am-12pm ☐ 12pm-6pm ☐ 6pm-8pm

Nombe de estudiante: _____

Nombre de escuela: _____ Grado: _____

Por más información, llame la Oficina de Refugiados para el distrito escolar: (213) 241-3107

*** TO HOME SCHOOL STAFF ***

Please return this survey to the Refugee Educational Support Program office, Beaudry Building, 29TH Floor, within two weeks of student's enrollment, in order to make services available to eligible families.

Please call (213) 241-3107 for more information.

(SCHOOL LETTERHEAD)

<<Date>>

<<Parent/Guardian Name>>

<<Address>>

<<City, State, Zip Code>>

RE: <<Insert Student's Name>>>

Student's ID: <<Insert's Student's ID>>

Dear Parent/Guardian:

In an effort to ensure your child's safety at school, LA Unified requires an updated *Student Emergency Information Form* annually. Please fill out the enclosed *Student Emergency Information Form* and return it to the school no later than _____.

Insert due date

In accordance with Section 49408 of the California Education Code: "for the protection of a student's health and welfare, the parent or the legal guardian must keep current at the student's school of attendance, emergency information including the home address and telephone number, business address and telephone number of the parent or guardian, and the name, address and telephone number of a relative or friend who is authorized to care for the student in any emergency situation if the parent or legal guardian cannot be reached."

If you have any questions, please contact _____ at _____.

Thank you for your cooperation.

Sincerely,

Principal

(SCHOOL LETTERHEAD)

<<Date>>

<<Parent/Guardian Name>>

<<Address>>

<<City, State, Zip Code>>

Asunto: <<Insert Student's Name>>>

Identidad del estudiante: <<Insert's Student's ID>>

Estimado Padre / Tutor:

En un esfuerzo por garantizar la seguridad de su alumno en la escuela, El Distrito Unificado de Los Angeles requiere un *Formulario Estudiantil de Información de Emergencias* actualizado anualmente. Complete el *Formulario Estudiantil de Información de Emergencias* adjunto y devuélvalo a la escuela a más tardar del _____.

Insert due date

De acuerdo con la Sección 49408 del Código de Educación de California: "para la protección de la salud y el bienestar de un estudiante, el padre o tutor legal debe mantener actualizada la información de emergencia de la escuela a la que asiste el estudiante, incluida la dirección de la casa y el número de teléfono, la dirección comercial y número de teléfono del padre o tutor, y el nombre, dirección y número de teléfono de un pariente o amigo que esté autorizado para cuidar al estudiante en cualquier situación de emergencia si no se puede localizar al padre o tutor legal."

Si tiene alguna pregunta, comuníquese con _____ al _____.

Gracias por su cooperación.

Atentamente,

Director

Student Emergency Information Request - Spanish

Page 2 of 2



ETK – 1st GRADE LEVEL PLACEMENT CHART

All ages displayed in this table below refer to a student's age as of September 1 of the current school year.

Grade Level	Entrance Age	Birth Date
ETK*	4 years	Between December 3 and June 30
TK	4 years	Between September 2 and December 2
K	5 years	On or Before September 1
1	6 years	On or Before September 1

2ND – 8TH GRADE LEVEL PLACEMENT CHART

All ages displayed in this table below refer to a student's age as of August 1 of the current school year. The ages are displayed in YEAR.MONTH format (e.g., 4.9 indicates the age of four years and 9 months).

Grade	Minimum Age as of August 1	Maximum Age
2	6.9	8.8
3	7.9	9.8
4	8.9	10.8
5	9.9	11.8
6	10.9	12.8
7	11.9	13.8
8	12.9	14.8

*For information regarding the Expanded Transitional Kindergarten Program, refer to REF-6595.3, *Expanded Transitional Kindergarten (ETK) Implementation*, dated July 5, 2018, or contact the Early Childhood Education Division at (213) 241-0415.

For additional information regarding transitional kindergarten, kindergarten, and first grade entrance age requirements, refer to BUL-5708.2, *Transitional Kindergarten, Kindergarten, and First Grade Entrance Age Requirements, Verification of Birth Date, and Placement Forms*, dated August 7, 2018.

Grade-level placement in grades 2-8 may in rare circumstances vary from the ages listed above. High school grade placement is based on the educational history and academic credits earned by each student, not age. For assistance with grade placement or the Grade Placement Chart, please contact the Local District Counseling Coordinator or the PSA Coordinator.

Los Angeles Unified School District
Division of Instruction
STUDENT EDUCATION PLAN

Attachment M

The Principal/Designee shall document all information and resources provided to the student and parent/guardian/educational rights holder on the Student Education Plan, when referring the student outside of the comprehensive high school.

School:	School Staff:	Date:
Student's Name: _____ DOB: _____ Age: _____ Grade: _____		
Address: _____ City: _____ Zip: _____		
Student Home Phone #: _____ Student Cell #: _____		
Parent/Guardian/Educational Rights Holder Name: _____ Home Phone #: _____ (If student is a minor)		
Parent Home #: _____ Parent Cell #: _____		
Emergency Contact: _____ Emergency Contact #: _____		
Education Goals/Plan Discussed:		
High School Diploma completed in other country: <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, country: _____ Date completed: _____		
Educational Referral:		
└ Adult School (Specify) _____		
└ AC ² T (Specify) _____		
└ Community College (Specify) _____		
└ Independent Study (Specify) _____		
└ Other/Explain: _____		
Verification of Education Plan		
_____ Student Initials		
I declare that I have reviewed my educational/vocational options with a certificated LAUSD employee.		
_____ Student Signature	_____ Date	_____ Employee Name
		_____ Employee Signature
		_____ Date

SCHOOL LETTERHEAD

<<DATE>>

<<Parent/Guardian Name>>

<<Address>>

RE: _____ Student's ID: _____
Insert Student's Name Insert Student's ID

Dear Parent/Guardian:

It has come to our attention that you have changed your address and no longer live within the boundaries of _____ School.

Based on the information the school has:

- ☐ Your family moved out of the attendance boundary area.
- ☐ Your family moved out of the attendance boundary and failed to report your change of address within 30 calendar days and may cause the forfeiture of the right to any type of permit.
- ☐ A false address was provided to enroll student(s) at our school and may cause the forfeiture of the right to any type of permit.

As a result, your child/children will need to enroll and attend the school within the area of your new address. Your school of residence is _____ School and their telephone number is _____.

Within two days, please pick up the necessary paperwork from the school office to withdraw your child/children from our school and promptly enroll in the new school.

If you have any questions, please contact _____ at _____.

We wish you and your child/children the very best at your new school.

Sincerely,

Principal

Moved, False Address, Forfeiture of Permit (English)

SCHOOL LETTERHEAD

<<DATE>>

<<Parent/Guardian Name>>

<<Address>>

Estimado padre/tutor:

Se nos ha informado que se ha mudado y que ya no vive dentro de la zona escolar de la Escuela

_____.

Basado en la información que la escuela tiene:

- ☐ Su familia se mudó fuera del área de la escuela
- ☐ Su familia se mudó fuera del área de la escuela y no reportó por escrito en 30 días el cambio de domicilio. Es motivo suficiente para renunciar al derecho de ejercer cualquier clase de permiso.
- ☐ Un domicilio falso se utilizó para inscribir a su alumno en nuestra escuela

Como resultado, su alumno necesita matricularse y asistir a la escuela que le corresponde a la zona de su nuevo domicilio. La escuela que le corresponde a la zona de su nuevo domicilio es la Escuela

_____ y su número de teléfono es _____.

En dos días, favor de recoger en la oficina escolar la documentación necesaria para dar de baja a su alumno de nuestra escuela e inscriba en la nueva escuela inmediatamente.

Si tiene alguna pregunta, favor de comunicarse con _____
al _____.

Le deseamos lo mejor a su alumno y a usted en su nueva escuela.

Atentamente,

Director(a)

Moved, False Address, Forfeiture of Permit- Spanish



LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

ATTACHMENT O

ELEMENTARY & SECONDARY REASON CODES

For audit purposes, all absences require verification and schools shall retain documentation of all absences for five school years.

Excused Absences, Tardies & Left Early		
1	Excused Absence verified by school/district employee.	<ul style="list-style-type: none"> Student did not pass daily screening process Student had a Positive COVID-19 test Student was tardy due to daily pass screening Student is in isolation due to a positive COVID-19 test Community Engagement (CE) team ordered quarantine due to COVID-19 exposure
1M	Excused Absence verified by medical professional	<ul style="list-style-type: none"> Attending a pupil's naturalization ceremony to become a United States citizen Active military duty (immediate family member; maximum 3 days) Jury duty Illness or injury of pupil Illness or medical appointment of a child (only when the pupil is the custodial parent)
1N	Excused Absence verified by school nurse/designee	<ul style="list-style-type: none"> Medical, dental, optometric, or chiropractic services Mental or behavioral health (absence for the benefit of the pupil's mental or behavioral health) Member of a precinct board for an election Quarantine Funeral of immediate family member (may include any relative residing with the pupil)
1P	Excused Absence submitted by parent, legal guardian, educational rights holder, or student 18+yrs of age	<ul style="list-style-type: none"> Funeral of immediate family member (may include any relative residing with the pupil) 1 day: in-state 3 days: out-of-state and/or country
5	Administrator Approval- Justifiable Personal Reasons Requires the <i>Administrator Approval of Student Absence Form</i> .	<ul style="list-style-type: none"> Court appearance Educational conference offered by non-profit organization (legislative/judicial) Employment conference Entertainment industry- no more than 5 consecutive days or maximum of 5 absences per school year Funeral service (extended days) Medical exclusion or exemption District COVID-related procedures or processes <ul style="list-style-type: none"> Delay caused by a glitch or issues with daily pass Parent uploaded external test within the district timeline but was not cleared on time Observance of religious or cultural holiday, ceremony, or secular historical remembrance <ul style="list-style-type: none"> Cultural in relation to the habits, practices, beliefs, and traditions of a certain group of people Participation in not-for-profit performing arts organization (maximum 5 per school year) Pre-arranged mental health services (mental health day treatment) Religious instruction (attend minimum school day no more than 4 days per school month) Religious retreat (shall not exceed 4 hours per semester) Revoked suspension through appeal's procedure "Take Your Child to Work Day"
SB	School Bus (Absence) - LAUSD Only	Student was absent all day due to the School Bus - LAUSD Only
Unexcused Absences, Tardies & Left Early- Counted Toward Truancy		
2	Unexcused	Examples include, but are not limited to: <ul style="list-style-type: none"> Running errands for family Babysitting Transportation problems "Take Your Child to Work Day" (without administrator approval) "Extended funeral absences" (without administrator approval) Late or Leave Early less than 30 minutes (Does not count toward truancy) Vacations or trips Family emergency Inclement weather
3	Non-Compliant	<ul style="list-style-type: none"> Absent from class without school or parent/guardian permission Late or Leave Early of 30 minutes or more without a valid excuse (when verified by school-site personnel will count toward truancy classification) Unexcused absence post SART/SARB contract
Unknown Absences- Counted Toward Truancy		
UC	Uncleared (when an absence is entered, UC automatically populates)	No documentation received; no attempts made by school (reason code only available for absences). Counts towards truancy if not cleared within 10 school days
0	No note/No Explanation	Parents have 10 days to submit verification for student absences as stated in the Parent-Student Handbook. Schools may mark an absence a 0-No Note/ No Explanation after 10 school days (no reason provided after 10 days with due diligence)
Suspension		
4	Suspended School	Suspension served out of school
Counted as Present (Elementary and Secondary Schools)**		
4I*-In-School Suspension	FT* - Field Trip	SC*- Suspended Class
SB - School Bus - LAUSD Only (period absence only)		
Counted as Present (Secondary Schools Only)**		
AO - Attendance Office	CH - Title I Office	GO - Guidance Office
AP - Assistant Principal's Office	CO - Counseling Office	GT - Grade/Track Office
AT* - Athletic Team	DO - Dean's Office	HO - Health Office/ Wellness Center
		PO - Principal Office
		SG* - Student Gov't
		TP* - Testing Program

**LOS ANGELES UNIFIED SCHOOL DISTRICT**
Student Health and Human Services**Parent Assurance Letter (PAL)**

Student's Name: _____ Date: _____

D.O.B.: _____ Grade: _____ Student ID Number: _____

I, _____, declare that I am the parent/guardian/caregiver of _____
and I am withdrawing this child from _____ due to the following reason:

Mark One	Reason for requesting withdrawal	Additional Information: Must provide city, state, and country, if unable to provide complete home and school address
	Enrolling in a non-LAUSD public school within the State of California (L3)	Name of new school: _____
	Enrolling in a private school (L4)	Address of new school: _____
	Moving to another state (L5)	New home address: _____
	Moving to another country (L5)	_____
	Other (L8): <input type="checkbox"/> Serious Personal Illness <input type="checkbox"/> Deceased <input type="checkbox"/> Work <input type="checkbox"/> Other _____	New phone Number: _____ Emergency contact name, relationship, phone number: _____ _____

I assure you that I will enroll this child in a school within a reasonable period of time. I am aware of the compulsory education statute in California, as stated in Cal. Education Code Section 48200, that requires all children between the ages of 6-18 years old to attend a full-time educational program unless they are exempt. I also understand that if I fail to compel the attendance of the child in my care to attend a full-time education program while in the State of California, unless the child is exempt, that I may be subject to criminal penalties.

I declare under penalty of perjury under the laws of the State of California that the above statements are true and correct.

Parent/Guardian/Caregiver's Name_____
Parent/Guardian/Caregiver's Signature_____
Date**--Office Use Only--****Verification Document Attached:**

- ☐ Enrollment Verification (L2, L3, L4, L5) ☐ Record Request (L2,L3,L4,L5)
☐ Class Schedule/Transcript (L3)
☐ Private School Affidavit (L4)
☐ Out of Country: PAL with parent/guardian signature (L5)
☐ Obituary, Death Notice, or PAL with parent/guardian signature (L8)
☐ Other Documentation/ L-Code _____

Received by (Name/Signature/Date): _____**Authorized by Administrator (Name/Signature/Date):** _____**Completed in MiSiS by (Name/Signature/Date):** _____**Notes:** _____



LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

Carta de Garantía de los Padres (PAL)

Nombre del estudiante: _____ Fecha: _____

Fecha/nacimiento: _____ Grado: _____ #/ID del estudiante: _____

Yo, _____, declaro que soy el(la) padre/madre/tutor/cuidador de _____
y estoy retirando a este niño(a) debido a lo siguiente _____

Marque uno	Motivo para solicitar su retiro de la escuela	Información adicional: Debe proporcionar la ciudad, el estado y el país, si no puede proporcionar la dirección completa del hogar y la escuela
	Para Inscribirlo(a) en una escuela pública que no es del LAUSD dentro del Estado de California (L3)	Nombre de la nueva escuela: _____
	Para inscribirlo(a) en una escuela privada (L4)	Dirección de la nueva escuela: _____
	Por mudarse a otro estado (L5)	Nueva dirección de casa: _____
	Por mudarse a otro país (L5)	Nuevo número del teléfono: _____
	Otro (L8): <input type="checkbox"/> Enfermedad personal grave <input type="checkbox"/> Fallecimiento <input type="checkbox"/> Trabajo <input type="checkbox"/> Otro _____	Nombre de contacto de emergencia, relación, # teléfono: _____

Les aseguro que inscribiré a este(a) niño(a) en una escuela dentro de un período de tiempo razonable. Estoy informado(a) de la ley de educación obligatoria en California, como se establece en el Artículo 48200 del Código de Educación de California, que dispone que todos los niños entre las edades de 6-18 años de edad asistan a un programa de educación de tiempo completo a menos que estén exentos. También entiendo que si no cumplo con la asistencia escolar del(de la) niño(a) a mi cuidado a un programa de educación de tiempo completo mientras esté en el estado de California, a menos que el niño esté exento, yo podría estar sujeto a sanciones penales.

Declaro bajo pena de perjurio bajo las leyes del Estado de California que las declaraciones anteriores son verdaderas y correctas.

Nombre: Padre/Madre/Tutor/Cuidador

Firma: Padre/Madre/Tutor/Cuidador

Fecha

--Office Use Only--

Verification Document Attached:

- ☐ Enrollment Verification (L2, L3, L4, L5) ☐ Record Request (L2,L3,L4,L5)
☐ Class Schedule/Transcript (L3)
☐ Private School Affidavit (L4)
☐ Out of Country: PAL with parent/guardian signature (L5)
☐ Obituary, Death Notice, or PAL with parent/guardian signature (L8)
☐ Other Documentation/ L-Code _____

Received by (Name/Signature/Date):

Authorized by Administrator (Name/Signature/Date):

Completed in MiSiS by (Name/Signature/Date):

Notes:

When a student's absence has been requested, in writing, by the parent/legal guardian and approved by the administrator, it may be considered "Justifiable Personal Reasons" and assigned Reason Code #5. Please provide documentation to support this request.

Reason for request:

- ☐ Appearance in court
- ☐ Attendance at a funeral service (extended days)
- ☐ Attendance at an educational conference offered by non-profit organization (legislative/judicial)
- ☐ Attendance at an employment conference
- ☐ Attendance at a religious retreat (shall not exceed 4 hours per semester)
- ☐ Entertainment industry (no more than 5 consecutive days or a maximum of 5 absences per school year)
- ☐ Immediate family member on active military duty deploying to combat zone (maximum 3 days bonding time)
- ☐ Medical exclusion or exemption
- ☐ Member of a precinct board for an election
- ☐ Observance of religious or cultural holiday, ceremony, or secular historical remembrance
- ☐ Religious instruction (attend a minimum school day no more than 4 days per school month)
- ☐ Revoked suspension through appeals procedure
- ☐ Participation in not-for-profit performing arts organization (maximum 5 per school year)
- ☐ Pre-arranged mental health services (Mental Health Day Treatment)
- ☐ "Take Your Child to Work Day"
- ☐ Other (please specify):

I understand that any absence from school will result in the loss of valuable instructional time and may impact my child's learning and academic achievement.

If approved, student shall be allowed to complete all assignments and tests missed during the absence that can reasonably be provided and, upon satisfactory completion, shall receive credit equal to the credit he/she would have received on the original assignment or test.

Office Use Only

- ☐ Reason Code # 5 has been entered in MiSiS for all applicable dates/class periods.

Information entered by: _____ Title: _____ Date: _____
Name (First, Last)

SCHOOL'S LETTERHEAD

Aprobación de ausencia estudiantil por un administrador

Cuando el padre o tutor legal haya solicitado la ausencia de un alumno(a) por escrito y dicha ausencia haya sido aprobada por un administrador, se puede considerar como "razones personales justificables" y asignarse el código del motivo # 5. Por favor, proporcione la documentación para apoyar esta solicitud.

Yo, _____, padre, madre o tutor legal de _____
 F.D.N. _____ solicito la aprobación administrativa para mi hijo(a), quien estará ausente de la escuela por un total de _____ horas _____ día(s), del (XX/XX/XX) _____ al _____.

Motivo de la solicitud:

- ☐ Servicio militar activo en zona de combate (miembro de la familia inmediata; 3 días máximo)
- ☐ Comparecencia judicial
- ☐ Asistencia a un servicio funerario (días extendidos)
- ☐ Asistencia a una conferencia educativa ofrecida por una organización sin fines de lucro (legislativa o judicial)
- ☐ Asistencia a una conferencia laboral
- ☐ Asistencia a un retiro religioso (no excederá 4 horas por semestre)
- ☐ Industria del entretenimiento (no más de 5 días consecutivos o un máximo de 5 ausencias por año lectivo)
- ☐ Exclusión o exención médica
- ☐ La observancia del día de fiesta religioso o cultural, ceremonia, o el recuerdo histórico secular
- ☐ Miembro de una junta electoral para elecciones
- ☐ Instrucción religiosa (asistir un día escolar mínimo no más de 4 días por año lectivo)
- ☐ Suspensión revocada mediante un proceso de apelación
- ☐ Participación en una organización de las artes interpretativas sin fines de lucro (máximo de 5 días por año lectivo)
- ☐ Servicios de salud mental preestablecidos (Tratamiento diurno de la salud mental)
- ☐ "Día para llevar a su hijo(a) al trabajo"
- ☐ Otro (sírvase especificar): _____

Detalles y explicaciones adicionales (Sírvase adjuntar cualquier documentación justificativa): _____

Entiendo que cualquier ausencia de la escuela resultará en la pérdida de valioso tiempo de instrucción y puede afectar el aprendizaje y el rendimiento académico de mi hijo(a).

Nombre del padre o tutor legal en letra imprenta	Firma del padre, madre o tutor legal	Fecha	Teléfono del padre, madre o tutor
			<input type="checkbox"/> Aprobada <input type="checkbox"/> No aprobada
Nombre del administrador en letra imprenta	Firma del administrador	Fecha	

Si se aprueba, al alumno(a) se le permitirá completar todas las tareas y exámenes perdidos durante la ausencia que se puedan proporcionar razonablemente y, luego de completarlos satisfactoriamente, recibirá crédito equivalente al crédito que él o ella hubiera recibido en la tarea o examen original.

----- Office Use Only -----

- ☐ Reason Code # 5 has been entered in MiSiS for all applicable dates/class periods.

Information entered by: _____ Title: _____ Date: _____
 Name (First, Last)

TRUANCY CALIFORNIA EDUCATION CODE (E.C.)

E.C. 48200 - COMPULSORY FULL-TIME EDUCATION
Each person between the ages of 6 and 18 years not exempted under the provision of this chapter is subject to compulsory full-time education. Each parent, guardian, or other person having control or charge of such pupil shall send the pupil to the public full-time day school or continuation school or classes for the full-time designated as the length of the school day.

E.C. 48260 - TRUANCY DEFINITION

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than any 30 minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor the superintendent of the school district.

E.C. 48260.5- PARENT NOTIFICATION

Notifying a parent of their child's truancy is required by law. Truancy Letters are automated and sent from the central office on a monthly basis, based on school records.

E.C. 48261 - TRUANT REPEAT

Any pupil who has once been reported as a truant and who is again absent from school without valid excuse one or more days or tardy on one or more days shall again be reported a truant to the attendance supervisor of the superintendent of the district.

E.C. 48262 - HABITUAL TRUANT

Any pupil is deemed a habitual truant who has been reported as a truant three or more times per school year, provided that no pupil shall be deemed a habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself, after the filling of either of the reports required by Section 48260 or Section 48261.

E.C. 48263.6 - CHRONIC TRUANT

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse for ten percent or more of the school days in one school year, from the date of enrollment to the current date, is deemed a chronic truant

E.C. 48320 - SCHOOL ATTENDANCE REVIEW BOARDS

Created to enhance the enforcement of compulsory education laws and to divert students with school attendance or behavior problems from the juvenile justice system until all available resources have been exhausted.

SCHOOL ATTENDANCE REVIEW TEAM (SART)

School Attendance Review Team are established at local school sites to identify and intervene on behalf of students who exhibit problems with attendance pursuant to California Compulsory Attendance Laws (EC 48200). The goal is to address the barriers preventing regular school attendance at an early stage before the situation escalates.

SCHOOL ATTENDANCE REVIEW BOARDS (SARB)

School Attendance Review Boards are community-based effort to bring together multiple resources to assist families with attendance, truancy, and behavior issues so that students will stay in school, attend school regularly and graduate.

CITY OF LOS ANGELES

LOS ANGELES COUNTY CODE SECTION 13.57.010

Prohibits minors under the age of 18 from being present in a public place during school hours without a valid excuse.

For more information, please see the following link:

https://bit.ly/Municode_Library

For questions or concerns regarding your child's attendance, contact:

School Designee

Phone Number



SCHOOL ATTENDANCE

- A Guide for Parents -



Make everyday count!

For additional resources, please visit our website at www.pupilservices.lausd.net

SUPPORT OUTSTANDING SCHOOL ATTENDANCE AT HOME BY:

- Ensuring your child gets enough sleep
- Ensuring your child gets a nutritious breakfast each day
- Helping your child develop a positive attitude toward school, learning, and encouraging them to participate in school activities
- Explaining Compulsory Education - by law, all students must attend school daily and on time
- Teaching the benefits of good attendance and consequences of poor attendance
- Creating backup systems (alternative plans for getting to and from school)
- Creating morning and evening routines
- Posting school calendars, school attendance policy, and schedules in a visible place
- Ensuring the school has your accurate daytime contact information, including cell phone number and/or e-mail address
- Notifying school staff if your child has any issues that may be affecting your child's attendance
- Notifying school staff if your child suffers from a chronic health condition and how this condition is impacting school attendance
- Access Parent Portal to monitor your child's attendance at <https://parentportalapp.lausd.net>. If you need further assistance, contact your child's school.

The foundation of student academic success is excellent attendance. The Los Angeles Unified School District wants to partner with all parents to ensure students attend regularly and to address any issues that impact attendance.



MINIMIZE LOSS OF INSTRUCTION

- Plan family vacations for non-school days only
- Schedule non-emergency medical and dental appointments after school hours on weekends or during your child's vacation
- If the appointment must be during school hours, please have your child attend school prior to the appointment and/or return to school after the appointment to complete the school day
- Communicate often with your child's teachers and request assignments missed during absences

Parents, Please Provide A Note For Every Absence, Tardy, and Early Leave

C.C.R. Title 5, Section 306 - A principal or teacher may require satisfactory explanation from the parent or guardian of a pupil, either in person or by written note, whenever the pupil is absent/tardy part or all of a school day.

District policy requires that all absences, tardies, and early leaves be cleared within 10 school days with a satisfactory explanation (in writing, or verbal justification).

An excused absence note may be accepted for up to four consecutive days when the absence is attributed to illness. For absences attributed to illness for five or more consecutive days, the school nurse or designated staff member is to be consulted. The student must be cleared to return to class by the school nurse or designated staff member.

The excessive use of unverified parent notes may result in the school requesting additional documentation for all future absences.

Student Attendance = Student Success

EXCUSABLE ABSENCE (CALIFORNIA E.C. 48205)

Reason Code #1 (1M -Medical, 1N- Nurse, 1P- Parent) on Student's Attendance Record

Due to his or her illness • Due to quarantine under the direction of a county or city health officer • For the purpose of having medical, dental, optometric, or chiropractic services rendered • For the purpose of attending the funeral services of a member of his or her immediate family • For the purpose of jury duty in the manner provided by law • Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent

Reason Code #5 Administrator Approval - Justifiable Personal Reasons

For justifiable personal reasons including, but not limited to, appearance in court • Attendance at a funeral service (extended days) • Attendance at an educational conference offered by a non-profit organization (legislative/judicial) • Attendance at an employment conference • Attendance at a religious retreat • The entertainment industry • Immediate family member on active military duty deploying to combat zone • Medical exclusion or exemption • Member of a precinct board for an election • Observance of religious or cultural holiday, ceremony, or secular historical remembrance • Religious instruction • Revoked suspension through the appeals procedure • Participation in not-for-profit performing arts organization • Pre-arranged mental health services (Mental Health Day Treatment) • "Take Your Child to Work Day" • For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Election Code. • Pupils who are members of religions that observe religious holidays that fall on school days may be excused from school by making prior arrangements as specified by the school principal and with written parental/guardian request [Education Code Section 48205(a)(7)]. Additionally, students may be absent to attend a religious retreat, not to exceed four hours per semester [Education Code Section 48205(c)].

Please note that these are the only reason codes that will not trigger a Truancy Letter.



AUSENTISMO CÓDIGO DE EDUCACIÓN DE CALIFORNIA (E.C.)

E.C. 48200 - EDUCACIÓN OBLIGATORIA DE TIEMPO COMPLETO

Cada persona entre las edades de 6 y 18 años no exenta bajo la provisión de este capítulo está sujeto a la educación obligatoria de tiempo completo. Cada padre, tutor u otra persona que tenga control o esté a cargo de dicho alumno deberá enviar al alumno a la escuela diurna pública de tiempo completo o a la escuela de continuación o a clases durante el tiempo completo designado como la duración del día escolar.

E.C. 48260 - DEFINICIÓN DEL AUSENTISMO ESCOLAR INJUSTIFICADO

A cualquier estudiante sujeto a una formación educativa o de regularización obligatoria que falte a la escuela tres días enteros sin justificación en un año escolar o que llegue tarde/se ausente en un periodo de más de 30 minutos del día de clases -sin justificación válida- en tres ocasiones a lo largo del año escolar o una combinación de ambas, se le clasificará como ausente sin permiso. Posteriormente se dará un informe al supervisor de asistencia o al superintendente del distrito escolar.

E.C. 48260.5- NOTIFICACIÓN AL PADRE DE FAMILIA

La ley exige que se notifique al padre sobre el ausentismo escolar injustificado. Las cartas sobre el ausentismo escolar injustificado se envían desde la oficina central mensualmente, basado en los expedientes escolares.

E.C. 48261 - AUSENTISTA RECIDIVISTA

Todo alumno denominado ausente sin permiso y que vuelva a ausentarse de clases sin un justificante válido uno o dos días adicionales, o que llegue tarde uno o más días, se reportará nuevamente como ausente sin permiso al supervisor de asistencia o superintendente del distrito.

E.C. 48262 - AUSENTISTA HABITUAL

Se considerará que un alumno es un ausente sin permiso crónico si el alumno ha faltado a la escuela sin autorización en tres o más ocasiones en un año lectivo después de que el funcionario o empleado del distrito se haya esforzado auténticamente por reunirse por lo menos una vez con el padre o tutor y el alumno, tras llenar cualquiera de los reportes que exige el Artículo 48260 o el Artículo 48261.

E.C. 48263.6 - AUSENTISTA CRÓNICA

Cualquier alumno sujeto a la educación obligatoria de tiempo completo o para la educación de continuación obligatoria que esté ausente de la escuela sin una excusa válida el diez por ciento de días escolares o más en un año escolar, a partir de la fecha de inscripción a la fecha actual, se considera un ausente sin permiso crónico.

EC 48320 - MESA DIRECTIVA DE REVISIÓN DE ASISTENCIA ESCOLAR

Creado para mejorar la aplicación de las leyes de educación obligatoria y para desviar a los estudiantes con problemas de asistencia o comportamiento escolar del sistema de justicia juvenil hasta que se hayan agotado todos los recursos disponibles.

EQUIPO DE REVISIÓN DE LA ASISTENCIA ESCOLAR (SART)

El Equipo de Revisión de Asistencia Escolar se establece en las escuelas locales para identificar e intervenir en nombre de los estudiantes que presentan problemas de asistencia de conformidad con las Leyes de Asistencia Obligatoria de California (EC 48200). El objetivo es abordar las barreras que impiden la asistencia regular a la escuela en una etapa temprana antes de que la situación se intensifique.

MESA DIRECTIVA DE REVISIÓN DE LA ASISTENCIA ESCOLAR (SARB)

La Mesa Directiva de Revisión de Asistencia Escolar es un esfuerzo comunitario para reunir múltiples recursos para ayudar a las familias con problemas de asistencia, absentismo escolar y comportamiento para que los estudiantes permanezcan en la escuela, asistan a la escuela regularmente y se gradúen.

CIUDAD DE LOS ÁNGELES

SECCIÓN 13.57.010 DEL CÓDIGO DEL CONDADO DE LOS ÁNGELES

Prohíbe que los menores de 18 años estén presentes en un lugar público durante el horario escolar sin una excusa válida.

Para obtener más información,
consulte el siguiente enlace:
https://bit.ly/Municode_Library_SP

Si tiene preguntas o inquietudes con respecto a la asistencia de su alumno, comuníquese con:

Representante de la escuela

Número de teléfono



ASISTENCIA ESCOLAR

- Guía para Padres -



!Haz que cada día cuente!

Para recursos adicionales, visite nuestro sitio de web www.pupilservices.lausd.net

APOYE DESDE EL HOGAR LA ASISTENCIA ESCOLAR SOBRESALIENTE, AL:

- Asegurarse de que su alumno duerma bien
- Asegurarse de que su alumno coma un desayuno nutritivo cada día
- Ayude a su alumno a desarrollar una actitud positiva hacia la escuela y el aprendizaje y animándolo a que participe en actividades escolares
- Explicarle a su alumno las leyes de educación obligatoria - las cuales dictan que todos los alumnos deben asistir a clases diariamente y a tiempo
- Inculcar los beneficios de la buena asistencia y las consecuencias de tener mala asistencia
- Crear sistemas de respaldo (planes alternativos para llevar o recoger de la escuela a sus alumnos)
- La creación de rutinas matutinas y por la tarde
- Colocar en lugares visibles calendarios, normas de asistencia y horarios escolares
- Informarle al personal de la escuela sobre cualquier problema que pueda ocasionar que su alumno falte a la escuela.
- Asegurarse de que la escuela de su alumno tenga la información necesaria para contactarle a Ud. durante el día, como el número de teléfono celular y su dirección de correo electrónico.
- Avisarle al personal escolar si su alumno padece de una afección de salud crónica y la forma en que dicha condición podría afectar su asistencia escolar
- Acceda al Portal de Padres para monitorear la asistencia de su alumno en <https://parentportalapp.lausd.net>. Si necesita más ayuda, comuníquese con la escuela de su alumno.

La base del éxito académico de los estudiantes es una excelente asistencia. El Distrito Escolar Unificado de Los Angeles quiere asociarse con todos los padres para asegurarse que los estudiantes asistan regularmente y abordar cualquier problema que afecte la asistencia.



MINIMIZAR LA PÉRDIDA DE INSTRUCCIÓN

- Planifique vacaciones familiares solo para días no escolares
- Programe citas médicas y dentales que no sean de emergencia después del horario escolar los fines de semana o durante las vacaciones de su hijo
- Si la cita debe ser durante el horario escolar, haga que su hijo asista a la escuela antes de la cita y/o regrese a la escuela después de la cita para completar el día escolar.
- Comuníquese con frecuencia con los maestros de su hijo y solicite las tareas perdidas durante las ausencias

Padres, por favor proporcionen una nota para cada ausencia, tardanza, y salida temprana!

C.C.R. Título 5, Artículo 306 - Un director o maestro podrá solicitar una explicación satisfactoria por parte del padre o tutor del alumno, ya sea en persona o por escrito, cuando el alumno se ausente durante parte o todo el día escolar.

Las Normas del Distrito requieren que todas las justifiquen en el marco de 10 días, con una explicación satisfactoria (por escrito o verbalmente).

Se podrán aceptar justificaciones de ausencia hasta de cuatro días consecutivos cuando la ausencia se atribuye a una enfermedad. Para las ausencias atribuidas a enfermedad durante cinco o más días consecutivos, se debe consultar con la enfermera de la escuela o un miembro del personal designado y serán quienes autorizarán el regreso a clases del alumno.

El uso excesivo de notas paternas no verificadas puede resultar en que la escuela solicite documentación adicional para cada ausencia en el futuro.

Asistencia Estudiantil = Éxito Estudiantil

AUSENCIA JUSTIFICADA (CALIFORNIA EC 48205)

Código de motivo #1 (1M: médico, 1N: enfermera, 1P: padre) en el registro de asistencia del estudiante

Debido a su enfermedad • Debido a una cuarentena bajo la dirección de un funcionario de salud del condado o de la ciudad • Con el propósito de recibir servicios médicos, dentales, optométricos o quiroprácticos • Con el propósito de asistir al funeral de un miembro de su familia o su familia inmediata • Con el propósito de servir como jurado en la forma prevista por la ley • Debido a la enfermedad o cita médica durante el horario escolar de un niño del cual el alumno es el padre con custodia

Código de motivo #5 Aprobación del administrador: motivos personales justificables

Por motivos personales justificables que incluyen, entre otros, la comparecencia ante el tribunal • Asistencia a un funeral (días extendidos) • Asistencia a una conferencia educativa ofrecida por una organización sin fines de lucro (legislativa/judicial) • Asistencia a una conferencia de empleo • Asistencia en un retiro religioso • La industria del entretenimiento • Un miembro de la familia inmediata en servicio militar activo que se despliega en la zona de combate • Exclusión o exención médica • Miembro de una junta electoral para una elección • Observancia de una festividad, ceremonia o recuerdo histórico secular religioso o cultural • Religión instrucción • Suspensión revocada a través del procedimiento de apelación • Participación en una organización de artes escénicas sin fines de lucro • Servicios de salud mental preestablecidos (Tratamiento diurno de salud mental) • "Día para llevar a su hijo al trabajo" • Con el propósito de servir como miembro de una junta de precinto para una elección de conformidad con la Sección 12302 del Código Electoral. • Los alumnos que son miembros de religiones que observan días festivos religiosos que caen en días escolares pueden ser excusados de la escuela haciendo los arreglos previos especificados por el director de la escuela y con una solicitud por escrito de los padres/tutores [Sección 48205(a)(7) del Código de Educación]. Además, los estudiantes pueden ausentarse para asistir a un retiro religioso, que no exceda las cuatro horas por semestre [Sección 48205(c) del Código de Educación].

Tenga en cuenta que estos son los únicos códigos de motivo que no activarán una carta de absentismo escolar.

**LOS ANGELES UNIFIED SCHOOL DISTRICT**
Student Health and Human Services**SCHOOL SITE QUICK REFERENCE FIVE COLUMN ROSTER**

Schools shall provide all teachers with a printed Five Column Roster at the beginning of each semester, for each class period. School office staff shall retain a master copy of the Five Column Roster, generated at the beginning of each semester, and periodically as needed. It is recommended that teachers record attendance in MiSiS and also on the Five Column Roster paper record at the beginning of each school year and at least until norm day and for several weeks at the beginning of each new semester to ensure accurate attendance accounting.

At the time attendance is taken, each student must be marked either present or absent including the reason code, if known.

Present

●

Absent

Additional attendance information is to be recorded for students who arrive late or leave early including time in/out and reason code, if known as shown in the following examples.

Tardy

T: (Time)(RC)

Ex:

T: 8:15 (0)

Left Early

●

Ex:

●

**Tardy and
Leave Early****on the same day**

T: (Time)(RC)

Ex:

T: 8:25 (1N)

Attendance Reminders

- All teachers are mandated by Education Code 44809, CA Commission on Teacher Credentialing, UTLA Contract, and District policy to take attendance daily.
- All teachers are required to submit and certify attendance in MiSiS every day for each class during the first 15 minutes.
- In the event of a system or internet/connectivity issue, paper attendance records must be used and maintained for audit purposes.
- When attendance records are not accurate, parents may not be notified of absence and students with poor attendance patterns are not identified for support or intervention.
- Elementary teachers must certify attendance within four days.
- Secondary teachers must certify attendance by the end of the school day
- Any attendance corrections outside of these timelines require a paper attendance record.
- Attendance submittal is required for the District to claim Average Daily Attendance (ADA) revenue from the state.



LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

ATTACHMENT T

Essential Reports for Monitoring Attendance Taking and Accuracy

Report Name	Report Function/Use	Run Frequency	MiSiS Job Aide
Attendance Not Submitted with Date Range **	This report provides a list of teachers who have not submitted attendance for their scheduled courses/ sections for any date range. Memos to Teachers can be generated with this report.	Daily	Attendance Not Submitted Report
Attendance Referral Form (Elementary)	This report will generate a single page of student's attendance and enrollment history for a select date range.	As needed	Attendance Referral Form
Attendance Referral Form (Secondary) **	This report will generate a student's summary attendance, detail attendance and enrollment history for a select date range.	As needed	Attendance Referral Form
Attendance Summary Report*	This report provides the number of full day absences, tardies, early leaves, partial days absences, partial days present, days enrolled and the percent present. A date range parameter can be selected. This report can be sorted by room, percent present or by alpha order (student). There is an option to include the home address.	As needed	Attendance Summary Report
Classroom Attendance Totals by Date Range (Elementary & Secondary)**	This report displays the student's total instructional days, days attended, absences, and tardies by classroom. This report can be used for closing cumulative files.	Monthly	Classroom Attendance Totals
Identify Students with Perfect Attendance (using the Attendance Summary Report)	This job aid goes into further detail in the procedure of identifying students that have perfect attendance for the month or year using the Attendance Summary Report and Microsoft Excel.	As needed	Identify Students with Perfect Attendance
Master Absence Report**	This report produces a list of students who have a full-day absence for the selected previous instructional day.	Daily	Master Absence Report
Number of Tardies by Periods	This report identifies the number of tardies a student has for a particular period by using the Attendance Referral Report and Microsoft Excel. (For individual student counts only)	As needed	Number of Tardies by Periods
Statistical/SMASR**	This report provides summaries on school's attendance data and enrollment activity.	Monthly	Generate a Statistical Report



LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

ATTACHMENT T

Essential Reports for Monitoring Attendance Taking and Accuracy

Report Name	Report Function/Use	Run Frequency	MiSiS Job Aide
			Statistical Report Appendix A-Statistical Report Statistical Report Appendix C-SMASR
Teacher Attendance Verification**	This report displays the submittal attendance for up to a ten-day range for Elementary and Secondary schools, including Options Schools.	As needed	No Job Aid Available
Teacher Discrepancy Report (Secondary only)	This report provides a list of discrepancies for teachers who either marked a student present or do not submit attendance when the student was marked absent in all other classes. School office staff prints the report at the end of day and places it in the teachers' mailboxes. Teachers complete the form, sign, date and return it to the office by the end of the 1 st period the next school day. School office staff reviews the returned Teacher Discrepancy Memos and promptly updates student records accordingly. School office staff files the memos and ensures that every teacher's signed and dated copy is on file for each attendance month.	Weekly	No Job Aid available
Uncleared Absences Report	This report generates a list of students with uncleared absences accompanied by a letter to the parent/guardian requesting that the absences be cleared. The list/letter can be sorted by: teacher/counselor, grade level and student name.	Weekly/Monthly	No Job Aid available



California Department of Education
Kindergarten Continuance Form
Parental Agreement for Pupil to Continue in Kindergarten

Reflects amendments to California *Education Code* sections 46300 and 48011, effective Jan. 1, 1992

Name of School: _____

Name of Pupil: _____

Kindergarten Attendance Anniversary Date: _____

Name of School Official Approving for District: _____

Information for parent or guardian

California law provides that after a child has been lawfully admitted to Kindergarten and has attended for a year, the child shall be promoted to the first grade unless the school district and the child's parent/guardian agree to have the child continue to attend Kindergarten for not longer than one additional year. This rule applies whether a child begins kindergarten at the beginning of a school year or at some later date. Because kindergarten-age children often do not develop at steady or predictable rates, the California Department of Education recommends that approval for a child to continue not be given until near the anniversary of a child's admittance to kindergarten.

I agree to having my child (named above) continue in kindergarten until _____ (may not be more than one year beyond anniversary).

Signature of Parent/Guardian: _____ Date: _____

Printed/typed name of Parent/ Guardian: _____

Address: _____

Telephone Number: _____



Departamento de Educación de California
Formulario de acuerdo de los padres
Acuerdo para que los estudiantes continúen en el jardín infantil
Refleja las enmiendas realizadas a las secciones 46300 y 48011
del *Código de Educación*, vigentes desde el 1 de enero de 1992

Nombre de la escuela _____

Nombre del estudiante _____

Fecha del aniversario de asistencia al jardín infantil: _____

Nombre del directivo de la escuela que realiza la aprobación en nombre del distrito:

Información para los padres o el tutor

La ley de California establece que después de que un niño o niña ha ingresado a un jardín infantil y ha asistido durante un año, debe ser promovido a primer grado a menos que el distrito escolar y los padres o el tutor acuerden que el niño continúe asistiendo al jardín infantil por un año más como máximo. Esta regla se aplica ya sea que el niño comience el jardín infantil al comienzo del año escolar o en una fecha posterior. Debido a que los niños en edad de asistir al jardín infantil generalmente no se desarrollan a un ritmo constante o predecible, el Departamento de Educación de California recomienda que la aprobación para que un niño continúe no debe proporcionarse hasta que no se aproxime la fecha del aniversario de admisión del niño al jardín infantil.

Acepto que mi hijo/a (nombrado anteriormente) continúe asistiendo al jardín infantil hasta
_____ (por no más de un año después de la fecha de aniversario)

Firma del padre/madre o tutor _____ Fecha: _____

Nombre del padre/madre o tutor escrito a máquina/en letra de imprenta

Dirección: _____

Número de teléfono _____

Insert School Letterhead

<<Insert Parent/Guardian Name>>

<<Date>>

<<Address>>

<<City, State, Zip Code>>

To the Parent/Guardian of: <<Insert Student Name>> (<<Insert Student ID>>),

Our records indicate that your child may not be enrolled in or attending school. According to California Education Code section 48200, it is the responsibility of the parent/guardian to ensure that each child between the ages of 6-18 years is enrolled and attends school every day, on time and for the full length of the school day. We are required to verify that your child is enrolled in school. Please assist us in updating your child's record by checking the appropriate box and providing all the applicable information.

- ☐ My child is enrolled and attending.

School Name: _____ School District: _____

School Address: _____

School Phone Number: _____

Type of School: ☐ K-12 School ☐ Charter School ☐ Private School ☐ Adult School
☐ On-line School ☐ Option Schools ☐ Other: _____

My child:

- ☐ is medically exempt from school attendance due to: _____
- ☐ has graduated and received a diploma. Date: _____ (attach copy)
- ☐ has obtained their High School Equivalency Test (HiSET) or General Equivalency Diploma (GED).
 Date: _____ (attach copy)
- ☐ has completed all A-G requirements Date: _____ (attach copy)
- ☐ is 18-year-old and will not return to school
- ☐ is not enrolled in school because: _____
- ☐ Please contact me to receive support and guidance for an appropriate school placement.
 Parent/Guardian Name: _____ Current Phone Number: _____
 Current Address: _____
- ☐ other (explain): _____

I declare under penalty of perjury under the laws of the State of California that the above statements are true and correct and if called upon to testify, I would be competent to identify thereto.

 Parent/Guardian's Name

 Parent/Guardian's Signature

 Date

PLEASE CALL THE SCHOOL AND/OR RETURN THIS LETTER TO THE SCHOOL VIA FAX, IN PERSON OR BY MAIL.

Thank you for your cooperation.

Principal

--Office Use Only--	
Case referred to:	School referral:
Verified Yes / No enrollment:	Update MISIS:
Info updated by:	Date:

Not Attending, No Show, Not Enrolled Letter – English

Insert School Letterhead

<<Insert Parent/Guardian Name>>

<<Date>>

<<Address>>

<<City, State, Zip Code>>

Para el Padre/Tutor de: <<Insert Student Name>> (<<Insert Student ID>>),

Nuestros registros indican que es posible su hijo(a) no esté matriculado(a) o no esté asistiendo a la escuela. De acuerdo con la Sección 48200 del Código de Educación del Estado de California, es responsabilidad del padre/tutor asegurarse de que cada niño entre las edades de 6 a 18 años este inscrito y asista a la escuela todos los días, a tiempo y por el tiempo completo de la jornada escolar. Estamos obligados a verificar que su hijo(a) esté inscrito(a) en la escuela. o legalmente exento(a) de asistir a la escuela. Por favor ayúdenos a actualizar el registro de su hijo(a) marcando la casilla apropiada y proporcionar toda la información correspondiente.

- ☐ Mi hijo(a) esta matriculada y asiste a la escuela.

Nombre de la escuela: _____ Distrito Escolar: _____

Dirección de Escuela: _____

Teléfono de Escuela: _____

Tipo de Escuela: ☐ Escuela K-12° ☐ Escuela Chárter ☐ Escuela Privada ☐ Escuela en línea
☐ Escuela de Adultos ☐ Escuela de Opciones ☐ Otro: _____

Mi hijo(a):

- ☐ está exento de la escuela por razones médicas debido a: _____

- ☐ se ha graduado y ha recibido su diploma. Fecha: _____ (adjuntar copia)

- ☐ obtuvo su High School Equivalency Test (HiSET) o General Equivalency Diploma (GED).

Fecha: _____ (adjuntar copia)

- ☐ ha completado todos los requisitos de la A-G. Fecha: _____ (adjuntar copia)

- ☐ tiene 18 años de edad y no regresara a la escuela

- ☐ no está matriculado en la escuela debido a: _____

- ☐ Por favor comuníquese conmigo para recibir apoyo y orientación para una ubicación escolar adecuada.

Nombre del Padre/Guardian: _____ Teléfono actual: _____

Dirección actual: _____

- ☐ otro (explique): _____

Declaro, bajo pena de perjurio, conforme a las leyes del Estado de California, que lo antedicho es verdadero y correcto y si yo soy llamado a testificar, yo soy competente para identificarlo.

Nombre del Padre/Guardian_____
Firma del Padre/Guardian_____
Fecha

POR FAVOR LLAME A LA ESCUELA Y/O DEVUELVA ESTA CARTA A LA ESCUELA POR FAX, EN PERSONA O POR CORREO.

Gracias por su cooperación.

Director

--Office Use Only--	
Case referred to:	School referral:
Verified enrollment: Yes / No	Update MISIS:
Info updated by:	Date:

Not Attending, No Show, Not Enrolled Letter – Spanish