**STUDENT ENROLLMENT DOCUMENT CHECKLIST**

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| **DOCUMENTS** 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.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. | **\*\*\*New LAUSD Student** | **Annually Disseminated Form** |
| 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) * Information on the Student Emergency Information Form should be updated in MiSiS **within 5 days.**
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| Permanent Health History, Elementary and Secondary Schools  |  |  |
| 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 Housing Questionnaire (SHQ) |  |  |
| Title III Immigrant Education Program Questionnaire |  |  |
| Migrant Education Program Family Work Questionnaire |  |  |
| Title VI, American Indian Education Program Cover Letter and Form |  |  |
| Refugee Educational Support Program Eligibility Questionnaire |  |  |
| Parent and Student Acknowledgement Form- Loaned Computing Device |  |  |
| Parent/Student Handbook (updated yearly) |  |  |
| Master Instructional 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. |  |  |

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

\*\*Additional languages available in the [Enrollment Packet (Part 1) Pupil Services SharePoint](https://lausd.sharepoint.com/%3Af%3A/s/shhs/pserv/cpsa/sc/EgeUo0_1WfVPgyHw-7PpD2MB20cnCwdcXFoA5H55-kFURA?e=MpMC6V)

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