

## Fresno Unified School District District Enrollment Procedures

### PARENT/LEGAL GUARDIAN/CAREGIVER

AR 5111(7) and FC 6550. To be eligible for registration, a child must be present in person and accompanied by parent/guardian or other responsible adult. For the convenience of parents/guardians who may be employed or otherwise unavailable, an adult designated by the parent/guardian/caregiver to perform this service may register children.

### EMANCIPATED MINOR

FC 7002 and 7050. emancipation may result from a valid marriage, active duty with the armed forces of the United States, or a court declaration. Enroll the student if he/she is able to provide legal documentation.

### PROJECT ACCESS AND CAREGIVER'S AFFIDAVIT

NCLB (Title X) Part C. **Enroll the student immediately.** No prior records are needed and this includes proof of age, residency, SSN, immunization record, transcript and other records. Contact the previous school for records. See immunization section for students coming from outside FUSD. Additional proof of residency may be asked of a caregiver.

### PROOF OF RESIDENCY

AR 5111.1 AND EC 48204.1(a). reasonable evidence of residency must be established by documentation including but not limited to any of the following. (Note: Project Access excluded)

1. Current property tax payment receipt.
2. Rent/lease/motel receipt (on letterhead).
3. Recent utility service payment receipt.
4. Declaration of Residency: School Site. Do not send to Prevention and Intervention.
5. Monthly mortgage statement.
6. Receipt for utility turn-on.
7. Voluntary inspection of residence by school district personnel.

Minor is living with *someone other than parent or legal guardian*

1. Caregiver's Affidavit: Prevention and Intervention/Project ACCESS, 1350 M Street, Bldg. B, Phone: 457-3359. Note: A Caregiver's Affidavit is usually not approved when the parent is living in Fresno, however, special family circumstances may prevail.
2. Documented Child Protective Services placement. Do not send to Prevention and Intervention.
3. Documented Foster or Group Home placement. Do not send to Prevention and Intervention.

Housing Status Questionnaire: School Site. If applicable, refer family to Project ACCESS, 1350 M Street Bldg. B, Phone: 457-3359.

### PROOF OF AGE

AR5111(7) and EC 48002

Existing or returning FUSD student:

Proof of age must be presented in the form of one of the following:

1. Previous school records
2. Health office or vital statistics or welfare department record of birth date
3. Affidavit of physician attending birth, hospital record of birth, or affidavit by parents/guardians (notarized)
4. U.S. Census Bureau (Washington, D.C.) Record
5. Court decree establishing date and place of birth
6. Record of birth, baptismal or other church record
7. Adoption papers
8. Passport
9. Immigration certificate
10. Birth Certificate

An affidavit will be used when none of the foregoing is obtainable at the Prevention and Intervention/Transfers Office, 1350 M Street, Bldg. A, Phone: 457-3343.

### SPECIAL EDUCATION STUDENT

For new or returning students to FUSD: If the student's most recent placement was in a self-contained special education classroom, instruct the parent to call the Special Education Department: 559- 457-3220. Parent will be directed to take the child's current IEP to the appropriate Regional Center for placement. If the student's most recent placement was RSP or DIS, the parent will go directly to the home school site to enroll. The Special Education Department will add the special education program codes to ATLAS: SDC (66), RSP (61) or DIS (91).

### HOME LANGUAGE SURVEY

Existing or returning FUSD student: Check the mainframe LEP screen for language information. No HLS is necessary. Returning students do not need to be re-identified. New to Fresno Unified: **Enroll the student.** Provide the parent with the appropriate HLS. When the HLS has a language other than English on the first three lines, FAX the completed HLS to the Language Assessment Center, FAX # 457-3627 or to 457-3713. Have the parent call 457-3931 or 457-3930 for a testing appointment. The Language Assessment Center is located at 2348 Mariposa, (translated parent appointment letter and maps are available at the EL Services website). **FAX all HLS** (English Only and Bilingual) to the Language Assessment Center. \* If the student attended another school within CA, the Language Assessment Center will request the CELDT scores from the previous district and notify the site of the results.

New to Fresno Unified: **Enroll the student.** When the HLS has a language other than English on the first three lines, FAX the completed home language survey to the Language Assessment Center, FAX 457-3627. Have the parent call 457-3931 for a testing and placement appointment. The Language

Assessment Center is located at 2348 Mariposa. (Translated parent appointment letter is available). Existing or returning FUSD student: Check ATLAS for an existing (HLS). If the student doesn't have one, have the parent complete the appropriate (HLS) and follow the above mentioned procedures. If the student does have an existing HLS indicated on ATLAS, the student must also have a hard copy of it in their permanent cum folder. If no cum is available, call the Language Assessment Center to verify if a copy exists in the district archives. If there is a copy in the district archives, then no new HLS is required. Returning students do not need to be re-identified.

**☐ IMMUNIZATION and PHYSICAL EXAMINATION REQUIREMENTS**

BP 5141.31, C.C.R. TITLE 17, SECTION 6000/H.S. & C. 120325 and the California Immunization Handbook for Schools and Child Care Programs.

Immunizations:

1. All students must present an immunization record prior to entry or have an electronic immunization record in Healthmaster. Students must be up to date with all immunizations to attend school.
2. Students who do not meet the immunization requirements as determined by the State of California are to be referred to their private health care provider; a Fresno Unified Immunization Clinic (locations <https://www.fresnounified.org/dept/healthservices>); or to the Fresno County Department of Public Health (600-3550).
3. Parent/Guardian may sign a Personal Beliefs Exemption to school immunization requirements. A temporary or permanent Medical Exemption to one or more of the immunizations may be granted with a signed note from a health care provider.
4. Foster, Group Home, Homeless Youths must be immediately enrolled with or without a fully documented immunization record. The school nurse should be notified to follow-up with the student.

Physical Examinations:

1. Students entering transitional kindergarten or kindergarten are required by the District to have a physical examination. The examination must be within one year of first entry to school. If the physical examination is dated before March 1<sup>st</sup> of the year the child enters school, the student will need another physical examination for first grade.
2. Students entering first grade are required by the State to have a physical examination. The examination must be completed within 18 months of entering first grade or within 90 days of starting first grade.

Oral Health Examination:

1. An Oral Health Examination (dental screening) is not required for kindergarten enrollment.
2. However, proof of a dental screening must be provided by May 31<sup>st</sup> of the student's kindergarten year.

**OTHER**

Recommended and preferred at Registration, but not required

Unofficial transcript

Parent is present (see reverse side)

Foster children

EC 49069.5 (e). Request records from the previous school within 5 days of enrollment.

FUSD Enrollment Form and Emergency Card

A new enrollment form and emergency card are required to be completed when enrolling in any FUSD school.

Approved Transfer Request

When a student does not live in the school or district's area of attendance an approved transfer by the Prevention and Intervention/Transfers Office is required. For an intradistrict transfer (within FUSD), please provide the parent/guardian with the Intradistrict Transfer Request form and forward the completed form to the Transfers Office. For an interdistrict transfer (into FUSD), refer the parent/guardian to the Prevention and Intervention/Transfers Office, 1350 M Street, Bldg. A. , phone: 457-3343

Department contacts and phone numbers

Transfers Office	Phone: 457-3343	FAX: 457-3375
Project Access	Phone: 457-3359	
Special Education	Phone: 457-3220	
Language Assessment Center	Appointments: 457-3931	FAX: 457-3627
FUSD Student Health Center	Phone: 457-3294	
Food Services Department	Phone: 457-6250	