



# SAN DIEGO UNIFIED SCHOOL DISTRICT

## Directions for Completing the PreK-Grade 12 Enrollment Form

Please complete the blank San Diego Unified PreK-Grade 12 Enrollment Form by printing using black or blue ink. Complete each box in Sections I-III and sign the form on page 2. Note that verification is needed for the information you provide in Boxes 3, 6, and 12 for a new enrollment at the school.

If completing a pre-filled form please note that information on this form in Sections I-III reflects responses in a previous enrollment form received from you. Please make corrections to Sections I-III, sign and date the back of the form (even if no corrections are needed), and return to your student's school.

<b>SECTION I: Student Information</b>	
Boxes 1-2.	These are for OFFICE use ONLY. Do not enter any information in these boxes.
Box 3. Legal Name	Enter your student's Legal Name (as printed on the birth certificate or other legal document): Last Name, First Name, Middle Name/Initial, and Suffix (Jr, II, III). <b>NOTE:</b> The student's legal name and birthdate must be verified by the office staff. Forms of verification include a birth certificate, affidavit, church records, or passport.
Box 4. Preferred/Actual Name	Enter a name (first name, middle name) your student uses if he/she does not use the Legal Name in Box 3. The name indicated in Box 4 will appear on a teacher's roster. For this name to appear on additional school documents, please reference the Student Information Change Request form at your student's school.
Box 5. Former Legal Name(s) (optional):	Enter a name your student may have used or is known by that is different than the Legal Name in Box 3. If no other legal name, leave blank.
Box 6. Birthdate	Enter your student's birthdate using mm/dd/yyyy.
Box 7. Gender	Check either Male (M) or Female (F).
Box 8. Hispanic/Latino Ethnicity	Check a single box indicating 'Yes' or 'No' if the student is Hispanic or Latino.
Box 9. Race	Select one or more race categories from listed races. (See "RACE/ETHNIC DEFINITIONS FOR PreK-Grade 12 ENROLLMENT FORM".)
Box 10. Release of Information	Check "Opt Out" only if you <b>do not</b> want addresses and phone numbers of your student released to school organizations or groups. (See the district's <a href="#">Facts for Parents.</a> )
Box 11. Student Email (optional)	Enter your STUDENT'S email address or, if no email address, leave blank.
Box 12. Household Address	Enter the address where the student lives including the city, state, and zip code. If you are living somewhere on a temporary basis due to financial hardship, you may use your school's address as a household address.
Box 13. Home Phone	Enter the phone number where the student lives. Include the area code.
Box 14. Mailing Address	If you receive mail at an address other than the household address in Box 12, enter that address here.
Box 15. City, State, and Country of Birth	Enter the city, state, and country where your student was born.
Box 16. First Enrolled in a California School (TK-12)	Enter the date your student was first enrolled in a California school for Grades TK-12. If your student is entering Kindergarten, enter the first day of school.
Box 17. First Enrolled in a U.S. School (TK-12)	Enter the date your student was first enrolled in a U.S. school for Grades TK-12. If your student is entering Kindergarten, enter the first day of school.
Box 18. Current Caregiver	Check either 'Parent/legal guardian' or 'Other adult'.
Box 19a. Foster Living Situation	If applicable, check ONE box that best describes where the student lives.
Box 19b. Homeless Living Situation, and Unaccompanied and Runaway Youth	If the student lacks a fixed, regular, and adequate nighttime residence, check the appropriate situation of <b>homelessness (doubling up</b> —sharing the housing of other persons due to loss of housing, economic hardship or similar reason; <b>hotel/motel</b> ; residing in a <b>shelter</b> ; or <b>unsheltered</b> —public or private place not designated for or ordinarily used as a regular sleeping accommodation). Check the <b>Unaccompanied Youth</b> box if student has <b>been identified as homeless</b> and is not in the direct care of their parents or court-appointed guardian. Check the <b>Runaway Youth</b> box if the student is less than 18 years of age, has left home without parental/caregiver permission, and has stayed away from home for one or more nights. <b>If Runaway Youth</b> is checked, a Homeless Living Situation box and <b>Unaccompanied Youth</b> should also be checked.
Box 20. Other Living Situation	Check only one box if any of the other living situations apply.

Box 21. School Age Siblings	If you have other students who currently attend (or will be attending this school year) any San Diego Unified school in Grades PreK-12, enter their full name, grade, and school name. If you need to list additional schools, use the Notes/Additional Information box in Section IV.
<b>PART II: Contact Information</b>	
Box 22. Contact Information	<p>Enter information for the parent/guardian/contact to provide contact information for the school. This is the primary contact.</p> <ul style="list-style-type: none"> <li>• <b>Contact full name:</b> Enter your full name.</li> <li>• <b>Relationship:</b> Enter your relationship to the student (Mother, Father, Legal Guardian, Step Parent, Agency Representative, Brother or Sister, Brother/Sister-in-law, Cousin, Emancipated Minor, Father/Mother-in-law, Friend, Grandparent, Law Officer, etc.).</li> <li>• <b>Lives with student?:</b> Check 'Yes' or 'No'. If your address is different than the student's household address entered in Box 12, write it here.</li> <li>• <b>Home, Work, Cell phones:</b> Enter your home, work and cell (optional) numbers. Include any extensions, if necessary.</li> <li>• <b>E-Mail Address:</b> Enter your home e-mail address (optional).</li> <li>• <b>Employer:</b> Enter the name of your employer or business.</li> <li>• <b>Military:</b> Check all that apply.</li> <li>• <b>Primary Language:</b> Enter YOUR primary language.</li> <li>• <b>Education Level:</b> Check the highest level of education you completed in any school. Check only one. <ul style="list-style-type: none"> <li>- Not a High School Graduate</li> <li>- High School Graduate</li> <li>- Some College/AA Degree</li> <li>- College Graduate</li> <li>- Graduate School/Post-Graduate</li> <li>- Decline to State</li> </ul> </li> <li>• <b>Additional Information:</b> Check all that apply. <ul style="list-style-type: none"> <li>- Interpreter required: You will need an interpreter to communicate with the school and your student's teachers.</li> <li>- Parent online access: You would like to be able to view your student's attendance and grade information online using <i>PowerSchool Parent Portal</i> (if the school offers this service) and <i>Naviance</i> for middle/high school families</li> </ul> </li> </ul>
Box 23. Additional Other Contact Information	<p>Enter information for a second parent/guardian/contact. Complete the sections as for Box 22.</p> <ul style="list-style-type: none"> <li>• <b>Additional Information:</b> Check all that apply to the listed Other Contact. <ul style="list-style-type: none"> <li>- This contact needs a copy of the student's report card.*</li> <li>- This contact needs a copy of the student's progress report.*</li> <li>- Interpreter required (see box 22 above).</li> <li>- Parent online access (see box 22 above).</li> </ul> </li> </ul> <p>* Note: By default, the contact named in box 22 above receives this.</p>
Box 24. Emergency Contacts	<p>Enter information for one or two emergency contacts who can be reached by phone in case the parent/guardians cannot be reached. Provide the contact's full name, relationship to student, and phone numbers. NOTE: If you need to enter additional contacts, use the Notes/Additional Information box in Section IV.</p> <ul style="list-style-type: none"> <li>• <b>Additional Information:</b> Check all that apply to the listed Emergency Contacts. <ul style="list-style-type: none"> <li>- Interpreter required (see box 22 above).</li> <li>- OK to release student: The school is authorized to release the student to the emergency contact.</li> </ul> </li> </ul>
<b>SECTION III: Questions for Parent/Guardian</b>	
Boxes 25-33.	Please complete Questions 25-33.
Signature and Date	You must sign and date this form.
<b>SECTION IV: District Administrative Information—FOR OFFICE USE ONLY</b>	
Boxes 34-47.	These are for OFFICE USE ONLY (unless you use the <b>Notes/Additional Information</b> section to list additional information from Sections I or II).