



## SAN DIEGO UNIFIED SCHOOL DISTRICT

### Directions for Completing the K-12 Enrollment Form

Please complete the San Diego Unified K-12 Enrollment Form by printing using black or blue ink. Complete each box. Note that verification is needed for the information you provide in Boxes 3 and 12.

<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. Student's Legal Name	Enter 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). NOTE: 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. Student Nickname	Enter a name that your child uses if he/she does not use the Legal Name in Box 3. Example: A student named Eleanor might use the nickname Ellie.
Box 5. Other Name(s) used previously	Enter a name that your child may have used or is known by that is different than the Legal Name in Box 3. Examples include a former legal name or a maiden name.
Box 6. Birthdate	Enter your child's birthdate using mm/dd/yyyy.
Box 7. Student Social Security Number	Enter your CHILD'S Social Security Number. If no number leave blank.
Box 8. Student Gender	Mark either Male (M) or Female (F).
Box 9. Ethnicity	<b>First time enrollment only:</b> Check a single box indicating the child's ethnicity.
Box 10. Additional Ethnicity	You may declare an additional ethnic identifier. Please use the choices provided in Box 9.
Box 11 Home Phone No.	Enter the phone number where the child lives. Include the area code.
Box 12. Household Address	Enter the address where the child lives including the city, state, and zip code. NOTE: This address must be verified by the office staff.
Box 13. Mailing Address	If you receive mail at an address other than the household address in Box 12, enter that address here.
Box 14. City and State of Birth	Enter the city and state where the student was born.
Box 15. Country of Birth	Enter the country where the student was born.
Box 16. First Enrolled in a California School (K-12)	Enter the date that your child was first enrolled in a California school for Grades K-12. If your child is entering Kindergarten, enter the first day of school.
Box 17. First Enrolled in a U.S. School (K-12)	Enter the date that your child was first enrolled in a U.S. school for Grades K-12. If your child is entering Kindergarten, enter the first day of school.
Box 18. Student Residential Status	Check ONE box that best describes where the child lives. If the child lives in a Foster Home or Licensed Children's Institution (LCI), you must provide the residential facility license number.

<b>SECTION II: Sibling Information</b>	
Box 19. School Age Siblings	If you have other children that currently attend (or will be attending this school year) any San Diego Unified Schools in Grades K-12 enter their full name, grade, and school name. If you need to list additional names, use the Notes/Additional Information box in Section IV.

<b>PART III: Contact Information</b>	
Box 20. Parent/Guardian Information	<p>Enter information for the parent/guardian to provide contact information to 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).</li> <li>• <b>Lives with student?:</b> Circle Yes or No. If your address is different than the child'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). You will be asked about this by a school staff member.</li> <li>• <b>Employer:</b> Enter the name of your employer or business.</li> <li>• <b>Contact Primary Language:</b> Enter YOUR primary language.</li> <li>• <b>Education Level:</b> Circle the highest level of education you completed in any school. Circle only one.            G = Graduate College Degree            C = College Degree            SC = Some College or AA Degree            HS = High School            NHS = Not a High School graduate            DEC = Decline to state/Prefer not to answer</li> <li>• <b>Flags:</b> Circle all that apply.            INT = You will need an interpreter to communicate with the school and your student's teachers            PC = You would like to be able to view your student's attendance and grade information online using ParentConnection (if the school offers it).</li> </ul>
Box 21. Other Parent/Guardian	<p>Enter information for another parent, step-parent, or guardian to provide contact information to the school. Complete the sections like Box 20.</p> <ul style="list-style-type: none"> <li>• <b>Additional Flags:</b> These flags give the school information about access rights to the student records for the listed parent/guardian. Circle all that apply.            OK = Student may be released to the custody of this parent or on this parent's approval.            RC = This contact needs a copy of the child's report card. By default, the primary contact receives this.            PR = This contact needs a copy of the child's progress report. By default, the primary contact receives this.            INT and PC Please see Box 20.</li> </ul>
Box 22. Emergency Contact	<p>Enter information for an emergency contact that can be reached by phone in case the parent/guardians cannot be reached. Provide the contact's full name, relationship to student, phone numbers, primary language, and flags.</p> <p>NOTE: If you need to enter additional contacts, use the Notes/Additional Information box in Section IV.</p>

<b>SECTION IV: District Administrative Information</b>	
Boxes 23-42.	<p>These are for OFFICE use ONLY. The school's enrollment staff will assist you with the responses in Section IV. Please take this instruction sheet and your completed enrollment form to the school's enrollment staff member in order to complete the enrollment process.</p>
Signature and Date	<p>You must sign and date this form.</p>