



# SAN DIEGO UNIFIED SCHOOL DISTRICT

## Directions for Completing the PK-12 Enrollment Form

When completing a blank form please complete the San Diego Unified PK-12 Enrollment Form by printing using black or blue ink. Complete each box in Sections I-III and sign the form on p.2. Note that verification is needed for the information you provide in Boxes 3 and 14 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 child'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 child'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 child'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. Nickname	Enter a name that your child uses if he/she does not use the Legal Name in Box 3. Example: A child 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. Birth date	Enter your child's birthdate using mm/dd/yyyy.
Box 7. Student Social Security Number	Enter your CHILD'S Social Security Number (optional) or if no number, leave blank.
Box 8. Gender	Check either Male (M) or Female (F).
Box 9. Hispanic/Latino Ethnicity	Check a single box indicating 'Yes' or 'No' if child is Hispanic or Latino.
Box 10. Race	Select one or more race categories from listed races. (See "RACE/ETHNIC DEFINITIONS FOR PK-12 ENROLLMENT CARD".)
Box 11. Release of information	Check 'Opt Out' only if you <b>do not</b> want addresses and phone numbers of student released to school organizations or groups.
Box 12. Student email	Enter your CHILD'S email address (optional). If no email address, leave blank.
Box 13.	This is for OFFICE use ONLY. Do not enter any information in this box.
Box 14. Household Address	Enter the address where the child lives including the city, state, and zip code. If you are living somewhere temporary due to financial hardship you may use your school's address as a household address.
Box 15. Home Phone	Enter the phone number where the child lives. Include the area code.
Box 16. Mailing Address	If you receive mail at an address other than the household address in Box 14, enter that address here.
Box 17. City and State of Birth	Enter the city and state where your child was born.
Box 18. Country of Birth	Enter the country where your child was born.
Box 19. 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 20. 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 21. Student Residential Status	Check ONE box that best describes where the child lives. If your residence is temporary <i>due to financial hardship</i> ("doubling up" by living with friends or family, living in a temporary shelter, hotel, motel or living as unsheltered) check the homelessness box that best describes your current situation.

Box 22. 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.
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**PART II: Contact Information**

Box 23. Contact Information	<p>Enter information for the parent/guardian 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 child (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 child's household address entered in Box 14, 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>Active duty military:</b> Check 'Yes' or 'No'.</li> <li>• <b>Contact 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 child's teachers.</li> <li>- Parent online access: You would like to be able to view your child's attendance and grade information online using ParentConnection (if the school offers this service) and <i>Naviance</i> for middle/high school families</li> </ul> </li> </ul>
Box 24. Other Contact	<p>Enter information for another parent, step-parent, or guardian to provide contact information to the school. Complete the sections like Box 23.</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 child's report card.*</li> <li>- This contact needs a copy of the child's progress report.*</li> <li>- Interpreter required (see box 23 above).</li> <li>- Parent online access (see box 23 above).</li> </ul> </li> </ul> <p>* Note: By default, the contact named in box 23 above receives this.</p>
Box 25. Emergency Contacts	<p>Enter information for one or two emergency contacts that can be reached by phone in case the parent/guardians cannot be reached. Provide the contact's full name, relationship to child, phone numbers, and primary language. 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 23 above)</li> <li>- OK to release student: The school is authorized to release the child to the emergency contact.</li> </ul> </li> </ul>

**SECTION III: Questions for Parent/Guardian**

Boxes 26-31.	Please complete Questions 26-31.
Signature and Date	You must sign and date this form.

**SECTION IV: District Administrative Information—FOR OFFICE USE ONLY**

Boxes 32-43	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).
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