



South Pasadena High School

Registration Process for New Students to the District

New students to the district who live with his/her parent(s) in South Pasadena and need to register for High School must complete the following steps in order:

1. Complete online registration at <http://my.spusd.net>
2. Gather all required registration documents (see below)
3. Contact the Registrar, Angie Madrigal, at (626) 441-5820 x2906 or by email amadrigal@spusd.net to schedule an appointment to turn in ALL registration documents. Parent/Guardian must be present when enrolling new student(s). Registrar will refer you to the counseling department to make an appointment for class scheduling.
4. Counseling appointment – Student and parent/guardian must be present.

New students not living with his/her parent(s) must first contact the District Office, for special procedures and instructions at (626) 441-5810 x1130.

Required Registration Documents:

1. Three (3) Proofs of Residency - All documents must be *original* and *current* with the parent's name and *South Pasadena* address on them. Choose only one proof from each category:

Category A (Choose one):

- Deed of trust
- Mortgage payment receipt (dated within the past month)
- Rental/Lease agreement listing all names of occupants (including children), with the name, address, telephone number and signature of landlord/management company
- Property Tax bill (dated within the past year)
- Closing escrow papers.

Category B (Choose one):

All bills must be current/dated within the past month

- Utility bill (ex: Southern California Edison, The Gas Company, Water Bill) **
- Cable/Internet Provider Bill (ex: Time Warner, Direct TV)

Category C (Choose one):

All bills must be dated within the current period

- An Additional Utility Bill (different than what is provided in Category B)
- Car registration
- Car insurance statement
- Health insurance statement
- Bank statement or letter on bank letterhead with South Pasadena address
- Current federal or state tax correspondences.

2. Current Immunization Record – Please see the back of this sheet for requirements

California school immunization law requires that children be up to date on their immunizations (shots) to attend school. Therefore, proof of up to date immunizations is required before your child is allowed to register.

- If you do not have an immunization record, or your child has not received all the required shots, please contact your health care professional. You may also obtain a copy of immunizations from the school previously attended.

Foreign immunization records must be translated and transcribed by a healthcare professional. For your convenience, the Pasadena Health Department is available to translate and transcribe your immunization records. Pasadena Public Health 1845 N. Fair Oaks Ave #2130, Pasadena, CA. Phone: 626-744-6121. Clinic Hours: Monday and Wednesday only 8:00am-11:30am and 1:00pm-4:30pm. Please call for availability.

3. Transcript/Report Card - For incoming 9th grade students, an unofficial 7th and 8th grade transcript as well as standardized test scores for 6th and 7th grade. For entering 10th through 12th graders, a transcript from previous school (can be unofficial). Withdrawal grades are *required* if entering during the school year. If entering from another country, a notarized English translation is required. If there are special circumstances (ESL, Special Education, or health problems) please provide appropriate documentation, such as CELDT test scores/current IEP.

4. Proof of Birth - Birth certificate, passport or hospital certificate

5. Photo ID - Driver's License (or legal picture ID) of the parent/guardian. For cases of guardianship, additional information will also be required.

** For a newly established residence, for verification from Category B, a *signed, original* receipt or statement on letterhead from the utility company dated within the past month will satisfy the requirement, provided the name of the parent/guardian and South Pasadena address where service will be established are listed.

PARENTS' GUIDE TO IMMUNIZATIONS REQUIRED FOR SCHOOL ENTRY



Entry Requirements by Age and Grade:

Vaccine	4-6 Years Old Elementary School at Transitional-Kindergarten/ Kindergarten and Above	7-17 Years Old Elementary or Secondary School	7th Grade*
Polio (OPV or IPV)	4 doses (3 doses OK if one was given on or after 4th birthday)	4 doses (3 doses OK if one was given on or after 2nd birthday)	
Diphtheria, Tetanus, and Pertussis (DTaP, DTP, DT, or Tdap)	5 doses of DTaP, DTP, or DT (4 doses OK if one was given on or after 4th birthday)	4 doses of DTaP, DTP, DT, Tdap, or Td (3 doses OK if last dose was given on or after 2nd birthday. At least one dose must be Tdap or DTaP/ DTP given on or after 7th birthday for all 7th-12th graders.)	1 dose of Tdap (Or DTP/DTaP given on or after the 7th birthday.)
Measles, Mumps, and Rubella (MMR or MMR-V)	2 doses (Both doses given on or after 1st birthday. Only one dose of mumps and rubella vaccines are required if given separately.)	1 dose (Dose given on or after 1st birthday. Mumps vaccine is not required if given separately.)	2 doses of MMR or any measles-containing vaccine (Both doses given on or after 1st birthday.)
Hepatitis B (Hep B or HBV)	3 doses		
Varicella (chickenpox, VAR, MMR-V or VZV)	1 dose	1 dose for ages 7-12 years. 2 doses for ages 13-17 years.	

*New admissions to 7th grade should also meet the requirements for ages 7-17 years.

WHY YOUR CHILD NEEDS SHOTS:

The California School Immunization Law requires that children be up to date on their immunizations (shots) to attend school. Diseases like measles spread quickly, so children need to be protected before they enter. California schools are required to check immunization records for all new student admissions at Kindergarten or Transitional Kindergarten **through** 12th grade and all students advancing to 7th grade before entry.

THE LAW:

Health and Safety Code, Division 105, Part 2, Chapter 1, Sections 120325-120380; California Code of Regulations, Title 17, Division 1, Chapter 4, Subchapter 8, Sections 6000-6075

WHAT YOU WILL NEED FOR ADMISSION:

To attend school, your child's Immunization Record must show the date for each required shot above. If you do not have an Immunization Record, or your child has not received all required shots, call your doctor now for an appointment.

If a licensed physician determines a vaccine should not be given to your child because of medical reasons, submit a written statement from the physician for a medical exemption for the missing shot(s), including the duration of the medical exemption.

A personal beliefs exemption is no longer an option for entry into school; however, a valid personal beliefs exemption filed with a school before January 1, 2016 is valid until entry into the next grade span (7th through 12th grade). Valid personal beliefs exemptions may be transferred between schools in California. For complete details, visit ShotsforSchool.org.

You must also submit an immunization record for all required shots not exempted.

Questions? Visit ShotsForSchool.org or contact your local health department (bit.do/immunization).