



**UNION SCHOOL DISTRICT**  
5175 Union Avenue, San Jose, CA 95124  
Phone 408-377-8010 • Fax 408-559-1670  
[www.unionsd.org](http://www.unionsd.org)

## NEW ENROLLMENT CHECKLIST

Registration for Union School District is a two-part process. **Both parts** must be completed prior to a student being considered enrolled in a USD school. Part I is to be completed *online* at [www.unionsd.org](http://www.unionsd.org). Once Part I has been completed, Part II is to bring the required paperwork (residency proofs, immunization records, birth certificate, etc.) to your **home** school of residence.

### PART I: COMPLETE & SUBMIT ONLINE at [www.unionsd.org](http://www.unionsd.org):

- Registration Permanent Student Record-online
- Health Information-online
- Home Language Survey-online
- Federal & State Data Collection Ethnicity & Race-online

### PART II: THE FOLLOWING MUST BE BROUGHT TO YOUR HOME SCHOOL:

- 3 Proofs of District Residency** (See Proof of District Residence on back of this checklist)
- Child's Original Birth Certificate or Valid Passport (*no copies*)**
- Immunization Record (*no copies*)**  
*(All students entering school for the first time must have a TB Test or Risk Assessment Survey as required by the Santa Clara County Health Dept. Submit the completed forms to the school office. Students MUST have a valid TB test result on file prior to school attendance.)*

### THE FOLLOWING MAY BE SUBMITTED AT A LATER DATE:

- Oral Health Form-Completed by your Dentist**  
*(Must be completed by May 31st of student's first year of school. Submit completed forms to the school office.)*
- Report of Health Examination for School Entry**  
**KINDERGARTEN STUDENTS** - For new Kindergartners registering for the upcoming school year, the five-year physical examination can be completed anytime within 18 months prior to entering First Grade.  
**FIRST-GRADE STUDENTS** - Before the first day of school, have the Report of Health Examination form completed by your physician *(if this form was not completed during your child's Kindergarten year)*.

**REGISTRATION ACCEPTANCE PROCEDURES** – Registration is complete when **all** online information has been submitted AND **all** required documentation has been brought to your **home** school\*, and **verified and accepted** by a School Administrator. **Incomplete documentation will not be accepted.**

\*During the summer, registration documents can be brought to the District office at 5175 Union Ave., San Jose, 95124



UNION ELEMENTARY SCHOOL DISTRICT  
ADMINISTRATIVE REGULATION

**PROOF OF DISTRICT RESIDENCE**

**ALL** students must provide **three (3)** documents as proof of residence.

**1) One (1) document must be your property ownership papers or your rental agreement.**

- Property ownership papers (*i.e. Grant, Title Deed, Closing Statements, Tax Bill*)
- Rent/Lease agreement showing the tenant name/residence address and the landlord's contact information (*name and phone number*)

**2 & 3) Two (2) documents must be one of the following and not the same (*i.e. cannot use 2 utility bills*)**  
(*If Joint Residency Affidavit is being filed, the parent must provide three (3) proofs from this section*)

- Current or recent bank statement
- Current utility bill with name and address printed on the bill showing usage or receipt of payment
- Government business document which reliably establishes current residence (*this cannot be a Driver's License*)
- Current auto insurance bill or car registration

**PLEASE NOTE: A USD School Administrator or designee may make a home visit to verify residence.**

**REQUIRED AFFIDAVITS**

1. All students must have a completed registration form on file with verification of residency
2. All students residing with someone *other* than their legal guardian must have a Caregiver Affidavit on file
3. If the student's family is residing with another family within the district, a **notarized Affidavit for Verification of Joint Residency** from the person with whom the parent/guardian is living is required in addition to the above requirements. Parents must provide **three (3)** documents of proof of residence as well.

**For all students enrolling in Union School District, the following guidelines with regard to residency shall apply:**

1. Residency within Union School District is required for enrollment in all District Schools. All other students must apply for an Inter-district Transfer from their district of residence.
2. Each student residing with someone other than a parent or legal guardian must have a Caregiver Affidavit on file. The caregiver must also provide three (3) documents as proof of residency.
3. A **post office box is not** a sufficient address. Parents shall also be required to provide a street address and proof of residency within the district. Refer to 'Acceptable Proof of Residence Documents' listed above.
4. No student shall be denied enrollment because he/she is homeless. Acceptable proof of residence in these cases include:
  - a) Social services agency verifying homeless status
  - b) Hotel or motel receipts from locations within Santa Clara County
5. Students not providing proof of residency as described above will not be enrolled in USD.
6. If the site principal or his/her designee is unable to verify residence to his/her satisfaction, the matter shall be submitted to the Superintendent or designee for determination.