

# LOS GATOS UNION SCHOOL DISTRICT

17010 Roberts Road, Los Gatos, CA 95032

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## ENROLLMENT CHECKLIST FOR GRADES K-5

**Welcome to the Los Gatos Union School District!** As a student registering for the first time in the District, specific information is required. This registration packet includes all of the necessary forms you will need.

**ALL OF THE FOLLOWING ITEMS MUST BE SUBMITTED WITH THE REGISTRATION PACKET:**

- New Student Registration Form #1 – White**
- Child’s Original Birth Certificate or Passport AND a photocopy of it.**
  - Students born *on or before* 9/1/2013 are eligible to attend Kindergarten.
  - Students born from 9/2/2013 to 12/2/2013 are eligible for Transitional Kindergarten.
- Proof of Residence for Enrollment Form #2** with all additional required documentation as listed on the form – *Yellow*
- Residency Declaration Form #3 – Yellow**
- Notarized Affidavit of Residency Form #4 – ONLY for families occupying a room/space in another resident’s home. – Yellow**
- Health Information Record Form #5 – Blue**
- If you have a **Shared Custody arrangement** for your child(ren), please provide a copy of the **Legal Custody Agreement** at the time of registration.
- Photocopy of your child’s **Immunization Record**, as of the registration date. An updated copy will be required later.

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*All items above this line are required at the time of Registration. ONLY COMPLETE PACKETS WILL BE ACCEPTED.*

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**THE FOLLOWING FORMS MUST BE RETURNED BY THE LISTED DUE DATES:**

Return by August 6, 2018:

- Immunization Requirements & TB Risk Assessment Form #6 – Blue**
- Photocopy of your child’s **UPDATED Immunization Record**.

Return prior to entering FIRST GRADE. (Can be turned in earlier, but not required for Kindergarten Registration):

- Report of Health Examination for School Entry Form #9a – Green (K & 1<sup>st</sup> Grades ONLY)**

Return by May 31 of FIRST GRADE year

- Oral Health Assessment/Waiver Request Form #8 – Salmon (K & 1<sup>st</sup> Grades ONLY)**

**INFORMATION – PLEASE READ THE FOLLOWING:**

**FOR KINDERGARTEN AND FIRST-GRADE STUDENTS ONLY – PHYSICAL and DENTAL EXAMS:** For new Kindergartners registering for the new school year, the five-year physical examination can be completed anytime within 18 months prior to entering First Grade. The Oral Health assessment must be completed prior to May 2019. Please submit the completed forms to the school office.

**FOR FIRST-GRADE STUDENTS ONLY:** Before the first day of school, please have the Report of Health Examination form (*Green Form*) completed by your physician, (only required if this was not completed during your child’s Kindergarten year). The Oral Health examination (*Salmon Form*) must be completed by May 2019, unless it was completed during the Kindergarten year. These forms are included in your registration packet.

**\* REGISTRATION PROCEDURES** – All new Kindergarten and Transitional Kindergarten students registering for the new school year are to complete the materials as described above and return to the school office for processing. All *new 1<sup>st</sup> – 5<sup>th</sup>* grade students are to return the completed materials to the *District* office for processing. Beginning June 6, 2018, all new students in grades TK - 5<sup>th</sup> are registered through the District office. After the required documents are turned in and processed, you will receive a *Snapcode*. You must complete the student registration online. **Registration IS NOT considered complete until the online registration is SUBMITTED.** If you are unable to complete the on-line registration, you may request a hard copy of these materials at the school office.