

## **REGISTRATION REQUIREMENTS**

1. **OBTAIN THE REGISTRATION FORMS FROM THE DISTRICT WEBSITE. [www.san-marino.k12.ca.us](http://www.san-marino.k12.ca.us). GO TO “PARENTS AND STUDENTS,” THEN “ENROLLMENT AND REGISTRATION.” CHOOSE THE APPROPRIATE GRADE LEVEL.**

**ALL REGISTRATION FORMS MUST BE COMPLETED BEFORE MAKING AN APPOINTMENT TO REGISTER.**

2. Registration is processed by appointment only. Please call the District Registrar at 626/299-7015 or 299-7000 for your appointment.
3. **THE FOLLOWING DOCUMENTS MUST BE PRESENTED AT THE TIME OF YOUR APPOINTMENT.**
  - A. **COMPLETED REGISTRATION FORMS** (Forms A, B, C, D, E and F) for kindergarten and first grade; Forms A, B and C for all other grades)

**Please provide originals and copies of the following:**

- B. **CLOSING ESCROW STATEMENT OR CURRENT PROPERTY TAX BILL OR CURRENT RENTAL AGREEMENT**, whichever is applicable, **AND 4 CURRENT, DIFFERENT UTILITY BILLS** (i.e., electric, gas, water, trash, phone, cable) are required for proof of residency in the San Marino Unified School District. Note: If you have recently moved in and have not yet received utility bills, they may be turned in within 2 months.
  - C. **BIRTH CERTIFICATE OR PASSPORT** for verification of your child’s date of birth.
  - D. **SOCIAL SECURITY NUMBER**, if available.
  - E. **COMPLETE, UP-TO-DATE, IMMUNIZATION RECORD** signed by a physician. All the immunizations required by the State of California are listed in the registration information. Our district strictly enforces the “**NO SHOT - NO SCHOOL**” policy.
  - F. California requires a **MANTOUX TUBERCULOSIS SKIN TEST** for all students entering school in California for the **FIRST** time. This test must be given and verified in writing by a physician. The form is supplied for this requirement.
- **IF REGISTRATION IS NOT COMPLETE, SCHOOL ATTENDANCE WILL NOT BE PERMITTED UNTIL ALL THE REQUIRED INFORMATION IS RECEIVED.**

***Don’t wait until summer!*** Waiting unnecessarily to register may have serious consequences. Students are assigned to their school of residence in the order of their registration. The earlier the process is complete, the better chance the child will receive an assignment in his/her school of residence. Additionally, registration appointments fill up very quickly in the month of August. Waiting until August to set up your registration appointment may delay your child’s first day of school attendance.

Questions regarding registration can be directed to the San Marino Unified School District Registration Office at 626/299-7015.