



Redlands Unified School District

Business Services Division ~ ENROLLMENT CENTER

7. W. Delaware Avenue – Redlands, CA 92374 – (909) 307-2470 – Fax (909) 307-2471

**Registration dates may be revised due to the COVID 19 pandemic.
Updates will be posted on the District's website, as necessary.
For the health of visitors and staff, safety protocols will be in place for in-person enrollments: face coverings, social distancing, limited number of visitors, etc.**

Elementary, Middle, and High School Registration

Students living in the District with their families may be registered by birth parent or legal guardian. **Completed registration packets are accepted between 7:30 a.m. and 3:30 p.m. at the Enrollment Center.** Please use the checklist below to gather all required enrollment documents. **Incomplete packets will not be accepted.** Registration for 2021-22 begins April 5, 2021.

REQUIRED DOCUMENTS – PLEASE READ CAREFULLY

1. **Birth Parent or Court Appointed Guardian** will be asked to show photo identification.
2. **Legal evidence of age:** A certified copy of a birth record or a statement by the local registrar or a county recorder certifying the date of birth; or a baptism certificate duly attested; or a passport; or, when none of the foregoing is obtainable, an affidavit of the parent, guardian, or custodian of the minor; or any other appropriate means of proving the age of your child as prescribed by the District's Board of Education.
3. **Proof of Residency** – All documents must be dated within 30 days prior to enrollment: Original gas, electric, city water and/or trash bill showing “**Service**” address in parent's name (if paid online, bring a printed copy); or rental agreement with current rent receipt (not accepted for room rentals); or closing/final escrow papers; or property tax payment receipts; or pay stub; or correspondence from government agency; or voter registration; or Declaration of Residency (see #4 for details); or approved interdistrict attendance permit. Items such as cable and phone bills, driver's license and other DMV documents are not acceptable.
4. **Declaration of Residency:** If parent/guardian and family live **full-time** with another family, parent/guardian and homeowner must complete a “Declaration of Residency” at the Enrollment Center. Homeowner must provide current proof of residence (see #3 above) and Photo ID.
Caregiver Affidavit: If you are a Caregiver, call the Enrollment Center to schedule an appointment before enrolling.
5. **Immunization Record.** Incoming 7th grade students must also provide proof of 2nd Varicella and a Tdap Booster received on or after the 7th birthday.
6. **1st Grade:** A Report of Health Exam is required. Exam date must be within eighteen months prior to entry into 1st grade and submitted at time of registration. Forms are available at the Enrollment Center or on the District's website.
7. **6th-12th Grades:** Most recent report card or transcript and, if enrolling during the school year, drop slip showing last day enrolled at previous school. Unofficial transcript required for 12th gr.
8. **Accelerated or GATE students:** Submit verification paperwork, test scores, and/or teacher recommendation letters at time of registration.
9. **Special Education (RSP/SAI, SDC, Speech, SH/SDC) and 504s.** If a student is in Special Education or has a 504, please submit his/her most recent IEP, psychological report, and/or 504. Registration of Special Education students without proper documentation will delay placement.

Please review all enrollment requirements and begin an Online registration process or fill out paper forms. **All registrations, Online and paper, must be finalized at the Enrollment Center (EC) or by EC staff with the documents listed above.** Please call the EC, (909) 307-2470, if you have questions. Visit www.redlandsusd.net for online registration and information such as Grade Level Standards, school calendars, lunch applications.