



# Redlands Unified School District

Educational Services Division  
ENROLLMENT/DATA CENTER

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

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## **Middle School Registration: Beattie, Clement, Cope, Moore**

Students who reside with their families in the Redlands Unified School District may be registered by their birth parent or legal guardian at the Enrollment Center. **Completed registration packets are accepted between 7:30 a.m. and 3:30 p.m.** Parents/Guardians are responsible for obtaining and providing all required enrollment documents – see checklist below. **Incomplete packets will not be accepted.** Registration for 2019-2020 begins April 29, 2019.

### **REQUIRED DOCUMENTS ARE LISTED BELOW – PLEASE READ CAREFULLY**

1. **Birth Parent or Court Appointed Guardian** must be present for enrollment. Enrolling parent will be asked for photo identification.
2. **Legal evidence of age:** Original birth certificate, passport, immigration certificate, baptismal certificate (if date of birth is included).
3. **Proof of Residency:** Current (dated within 30 days prior to enrollment), top portion of original utility bill (gas, electric, city water and/or trash) with **“Service”** address in parent’s name – if you pay utilities online, bring a printed copy of the bill; or rental agreement with current rent receipt (not accepted for room rentals); or closing/final escrow papers (dated within 30 days); or approved interdistrict attendance permit. *Items such as cable and phone bills, driver’s license and other DMV documents are not acceptable as proof of residence.*
4. **Declaration of Residency:** If parent/guardian and their family live **full-time** with another family, parent/guardian and homeowner must complete a “Declaration of Residency” form at the Enrollment Center. Homeowner is required to provide current proof of residence (see #3 above) and photo identification.  
**Caregiver Affidavit:** If you are a Caregiver, please call the Enrollment Center, (909) 307-2470, to schedule an appointment before enrolling.
5. **Immunization Record.** Incoming 7<sup>th</sup> grade students must also provide proof of 2<sup>nd</sup> Varicella and proof of Tdap Booster received on or after the 7<sup>th</sup> birthday.
6. **Most recent report card or transcripts and, if enrolling during the school year, withdrawal slip showing last day enrolled at previous school.**
7. **Accelerated or GATE students:** Please submit verification paperwork, test scores, and/or teacher recommendation letters at time of registration.
8. **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.

Registration packets will be available at schools and the Enrollment Center beginning February 19, 2019. Parents are encouraged to obtain a packet, review all enrollment requirements, and complete it in advance. **Online registration is available to complete part of the process. Registrations must be finalized at the Enrollment Center with the documents listed above.** Visit [www.redlands.k12.ca.us](http://www.redlands.k12.ca.us) for online registration and information such as Parent/Student Handbook, Grade Level Standards, school calendars, and lunch applications.