

## Registration Checklist 1st - 5th Grade

In order for us to register your child, please return ALL of the attached registration forms.

EVERYTHING must be turned in together



1. ☐ **Address Verification** – two of the following documents will be accepted:
  - Property tax payment receipts
  - Rental property contract, lease, or payment receipts
  - Utility service contract, statements, or payment receipts
  - Pay stubs
  - Voter registration
  - Correspondence from a government agency
  - Declaration of residency executed by the parent or legal guardian of the student.
2. ☐ **Age Verification** – the following documents will be accepted:
  - Certified copy of birth record
  - Statement by the local registrar or county recorder certifying the date of birth
  - Baptism certificate
  - Passport
  - When none of the foregoing is obtainable, an affidavit of the parent, guardian, or custodian, or any other appropriate means of proving the child's age.
3. ☐ **Current Immunization Records (we can make copies)**
4. ☐ **CUM Request**
5. ☐ **Parent/Emergency Contacts Form**
6. ☐ **Home Language Survey**
7. ☐ **Overcrowding Letter**
8. ☐ **Photo Consent Form**
9. ☐ **Electronic Release**
10. **Food Service Application (will receive in Friday Folder if enrolling prior to start of school)**
11. ☐ **Documentation (if applicable) for IEP/504/Speech**
12. ☐ **Band Interest Form (4th and 5th Grade ONLY)**
13. ☐ **Planner (5th Grade ONLY)**
14. ☐ **Complete online Registration Process (*I will send you the link to register once you complete the online pre-registration*)**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

If you have any questions or need other accommodations to complete registration please email Maria Gauthier, our Attendance Secretary/Registrar at [mgauthier@scottsvalleyusd.org](mailto:mgauthier@scottsvalleyusd.org) or you may call Vine Hill School Office 831-438-1090 between the hours of 9am and 3pm.