



# Welcome to our school!

Please follow the steps below to begin pre-enrollment  
for the 2020-2021 School Year

<<Insert School Name>>

<insert school address>>

<<Insert school contact name and email>>

## STEP 1: COMPLETE YOUR 2020-2021 STUDENT PRE-ENROLLMENT PACKET

### COMPLETE THE ENCLOSED FORMS:

- ☐ **LAUSD Student Enrollment Form**
- ☐ **LAUSD Student Emergency Information Form**
- ☐ **LAUSD Student Housing Questionnaire**

### PROVIDE VERIFICATION DOCUMENTS FOR:

- ☐ **Proof of Residence**  
Acceptable documents: utility service contract, property tax payment receipts, rental lease agreement, official government mail, current pay stub, voter registration
- ☐ **Proof of Student's Age**  
Acceptable documents: birth certificate, baptismal certificate, passport, court order, health office/vital statistics record of birth certificate, dated Department of Public Social Services (DPSS) letter verifying birthdate and an explanation of how this was verified
- ☐ **Identity Verification of Parent/Guardian/Educational Rights Holder/Caregiver ("parent")**  
Acceptable documents: student's birth certificate, baptismal certificate, adult's government-issued photo identification (driver's license, department of motor vehicle identification card)
- ☐ **Proof of Immunization**  
Please find enclosed for your reference, the Parents' Guide to Immunizations Required for School Entry

### IF AVAILABLE/APPLICABLE PLEASE ALSO PROVIDE COPIES OF:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> <b>Transcripts or recent grade reports</b> | <input type="checkbox"/> <b>Copy of most recent Individual Educational Plan (IEP)* or Section 504 Plan</b> | <input type="checkbox"/> <b>Department of Children and Family Services (DCFS) 1399 Form or minute order</b> |
|---|--|---|

## STEP 2: MAIL ALL COMPLETED STUDENT PRE-ENROLLMENT FORMS AND VERIFICATION DOCUMENTS BACK TO US IN THE ENCLOSED SELF ADDRESSED, STAMPED ENVELOPE

*If you are missing any documents or would like assistance, please **contact** <<INSERT SCHOOL STAFF NAME>> <<INSERT PHONE NUMBER>> <<INSERT EMAIL>>.*

# PARENTS' GUIDE TO IMMUNIZATIONS REQUIRED FOR SCHOOL ENTRY



Starting July 1, 2019

## Students Admitted at TK/K-12 Need:

- **Diphtheria, Tetanus, and Pertussis (DTaP, DTP, Tdap, or Td) — 5 doses**  
(4 doses OK if one was given on or after 4th birthday.  
3 doses OK if one was given on or after 7th birthday.)  
For 7th-12th graders, at least 1 dose of pertussis-containing vaccine is required on or after 7th birthday.
- **Polio (OPV or IPV) — 4 doses**  
(3 doses OK if one was given on or after 4th birthday)
- **Hepatitis B — 3 doses**  
(Not required for 7th grade entry)
- **Measles, Mumps, and Rubella (MMR) — 2 doses**  
(Both given on or after 1st birthday)
- **Varicella (Chickenpox) — 2 doses**

These immunization requirements apply to new admissions and transfers for all grades, including transitional kindergarten.

## Students Starting 7th Grade Need:

- **Tetanus, Diphtheria, Pertussis (Tdap) — 1 dose**  
(Whooping cough booster usually given at 11 years and up)
- **Varicella (Chickenpox) — 2 doses**  
(Usually given at ages 12 months and 4-6 years)

In addition, the TK/K-12 immunization requirements apply to 7th graders who:

- previously had a valid personal beliefs exemption filed before 2016 upon entry between TK/Kindergarten and 6th grade
- are new admissions

## Records:

California schools are required to check immunization records for all new student admissions at TK/Kindergarten through 12th grade and all students advancing to 7th grade before entry. Parents must show their child's Immunization Record as proof of immunization.