



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT VERIFICATION REQUIREMENTS FOR RESIDENT ENROLLMENT

EFFECTIVE DATE: January 3, 2018

NEW: ONLINE ENROLLMENT SYSTEM: InfoSnap is the District's new online enrollment system. InfoSnap will replace the annual paper registration packets, saving you valuable time.

Student Registration can be done online by visiting www.wccusd.net or in person at the resident school. Online Registration allows you to scan and upload documents or you may bring in all the documents to the school.

The following documents must be presented in person at the residence school or uploaded to InfoSnap.

- **Age Verification:** birth certificate or Baptismal record
- Verification of residency (two documents, explained below)
- Parent, guardian or caregiver identification (one document, explained below)
- Documents required under special circumstances (explained below)
- Immunization record

Additional Documents

Additional documents that may be required at time of registration, either in person at the school or submitted as a scanned document (an option under Online Registration) are:

- **Grade level verification:** most recent report card from the last school attended or transcript.
- Administration of medication
- Kindergarten readiness
- Elementary health information form
- Release of pupil information
- Disclaimer for special education services
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All necessary documents are required in order to complete the registration process.

Families in Transition Only

Families in transition are families that reside at a non-permanent address such as a motel/hotel, shelter, car or are doubled up with relatives or friends. Transitional families who are unable to establish a permanent residence may contact The Families in Transition Office at (510) 307-4508 for assistance.

Resident Enrollment

You will need to bring two pieces of documentation verifying your address and one form of valid Photo ID when you register your child. All documents must be original. Required documentation to be presented in person is:

1. Verification of residence: Parent, guardian or caregiver must have one of the following with their name and address;
 - A utility bill dated within 45 days; PG&E (page 3), EBMUD, Richmond Sanitary
 - In the instance that utilities are included in the rent, a rental/lease agreement must be used that utilities are included.

In addition, they must have one item listed below:

- Homeowner's insurance policy
- Property tax statement
- Rental property contract, lease, or payment receipt
- Most recent pay stub
- Voter Registration
- Automobile insurance in combination with automobile registration



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- Official letter from a social service/government agency within 45 days
 - Bank statement within 5 days
2. Parent, guardian or caregiver must also bring one of the following documents for identification purpose:
- California driver's license
 - ID card from the Department of Motor Vehicles
 - Valid passport
 - Consulate ID

If an employee of the school district reasonably believes that the parent or legal guardian of the child has provided false, altered or unreliable evidence of residency, the school district has authorization to make reasonable efforts to determine that the child actually meets the residency requirements.

Documentation Required under Special Circumstances

The following documentation is required to be presented in person under the following circumstance:

Declaration of Residence – For parent or guardian who indicates that their entire family is living doubled up with someone and cannot provide a utility bill or lease that includes utilities in their name.

1. Declaration of Residence form filled out and signed by both parties in the presence of a school administrator
2. Verification of address: Parent, guardian or caregiver must have two of the following documents:
 - A bill dated within 45 days: residential phone bill, cable
 - Most recent pay stub
 - Voter Registration
 - Automobile insurance in combination with automobile registration
 - Official letter from a social service/government agency within 45 days
 - Bank statement within 45 days
3. Parent, guardian or caregiver must also bring one of the following documents for identification purposes:
 - California driver's license
 - ID card from the Department of Motor Vehicles
 - Valid passport
 - Consulate ID
4. Verification by homeowner/renter:
Homeowner owner/renter must have one of the following their name and address;
 - A utility bill dated within 45 days: PG&E (page 3), EBMUD, Richmond Sanitary
 - In the instance that utilities are included in the rent, a rental/lease agreement must be used stating that utilities are included

In addition, they must have one item listed below:

- Homeowner's insurance policy
- Property tax statement
- Rental property contract, lease, or payment receipt
- Most recent pay stub
- Voter Registration
- Automobile insurance in combination with automobile registration
- Official letter from social service/government agency within 45 days
- Bank statement within 45 days



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5. Homeowner/renter must also bring one of the following documents for identification purpose:
- California driver's license
 - ID card from the Department of Motor Vehicles
 - Valid passport
 - Consulate ID

Declaration of residence must be updated annually.

Caregiver Authorization Affidavit – For an adult who is not the parent and is not the legal guardian of the student but who is allowing someone else's child to live with them.

1. Caregiver Authorization form filled out and signed by caregiver in the presence of a school administrator.
2. Verification or residence: Caregiver must have one of the following with their name and address;
 - A utility bill dated within 45 days; 45 days PG&E (page 3), EBMUD, Richmond Sanitary
 - In the instance that utilities are included in the rent, a rental/lease agreement must be used stating that utilities are included.

In addition, they must have one item listed below:

- Homeowner's insurance policy
 - Property tax statement
 - Rental property contract, lease, or payment receipt
 - Most recent pay stub
 - Voter Registration
 - Automobile insurance in combination with automobile registration
 - Official letter from a social service/government agency within 45 days
 - Bank statement within 45 days
3. Caregiver must also bring one of the following documents for identification purposes:
 - California driver's license
 - ID card from the Department of Motor Vehicles
 - Valid passport

Caregiver Authorization Affidavit must be updated annually.