



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
REQUIREMENTS FOR REGISTRATION



EFFECTIVE DATE: January 14, 2019

REGISTRATION IS A 3-STEP PROCESS

STEP 1 - Find Your Neighborhood School

- [WCCUSD School Locator](#)

STEP 2 - Register Online (Registrations begins January 14, 2019 at 9:00 am)

- [PowerSchool Online Registration](#)
 - You will need to create an account and begin the registration process

STEP 3 - After submitting your complete online registration form, you will need to contact your resident school to make an appointment for in-person ID Verification and Confirmation. Registration is not complete until you have your in person appointment.

REQUIREMENTS FOR RESIDENT REGISTRATION

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.

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. Declaration of Residence form filled out and signed by both parties in the presence of a school administrator. 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. Caregiver Authorization Affidavit must be updated annually.

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.

Required documentation

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 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

Additional documents that will be required at time of registration:

- Age Verification: birth certificate or Baptismal record
- Grade level verification: transcript and most recent report card from the last school attended
- Immunization record

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.