



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT VERIFICATION REQUIREMENTS FOR RESIDENT ENROLLMENT

EFFECTIVE DATE: August 1, 2016

Online Registration allows an option for most documents to be submitted in the form of a scanned document by the parent, guardian or caregiver. However, the following documents **MUST BE PRESENTED IN PERSON** at the school:

- The student's proof of birth (Birth Certificate)
- 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

Student Registration can be done in person at the school or through Online Registration. Online Registration also allows the option for self-scanning the documents (except those listed above) or bringing in all documents to the school. If the Additional Documents (listed on page 3) are submitted as scanned documents during the Online Registration process, they should be scanned before the documents listed above are brought to the school. All documents are required for registration. 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.

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
 - 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

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:



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
VERIFICATION REQUIREMENTS FOR RESIDENT ENROLLMENT

EFFECTIVE DATE: August 1, 2016

- 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
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



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
VERIFICATION REQUIREMENTS FOR RESIDENT ENROLLMENT

EFFECTIVE DATE: August 1, 2016

- 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.

Additional Documents

Additional documents that will 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

All 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.