



# Pleasanton Unified School District

## STUDENT ENROLLMENT

www.pleasanton.k12.ca.us

### SCHOOL ATTENDANCE AREAS

Each school has residential attendance areas to determine the home school. Parents may go directly to the home school to enroll their child at that school except during summertime. During summer months, new students may register at the Pupil Services office at 4661 Bernal Avenue, from 8:00 a.m. to 4:30 p.m., phone 925/426-4290.

### ENROLLMENT/REGISTRATION

The parent/guardian of a student must complete a registration form (form available online) and provide the following documents:

- a. **Evidence of residency within the district (two forms of evidence required).** *School district residents must provide a current utility bill (such as PG&E, telephone, water, garbage, or cable TV), recent (30 days) close of escrow papers, or recently (30 days) signed rental/lease agreement (with name, address and telephone number of lessor).*

If registration pre-dates the start of school attendance by more than a month, a second utility bill may be requested after the first month of student attendance.

Post office box, bank statement, driver's license, credit card bills, personal check, property tax statement, mortgage statement, AFDC statements, or cell phone statements **are not** acceptable as proof of residency.

**Falsification of an address may result in denying the enrollment of a student.**

- b. Student immunization record signed by a doctor (see reverse side "School Immunization").
- c. Proof of age (Kindergarten only, must be 5 years of age on or before **November 1, 2012**. See next column "Kindergarten Round-Up."
- d. Strongly Recommended: Parents' or legal guardian's employment information (for emergency contact).

### OPEN ENROLLMENT

District residents currently enrolled, who wish their child to attend a school different from the school assigned by their home address, may apply through the open enrollment process. Forms are available at all school sites. The open enrollment period for current students entering grades 1-12 **is the month of January 2012**. For students entering kindergarten the open enrollment period is March 14 - 31, 2012. Assignment to a school of choice is based on enrollment priorities and space availability at the requested school/grade level. Once approved, that school becomes school of residence for school term (K-5, 6-8, or 9-12). Parents/guardians must re-apply through open enrollment to change schools. Proof of residency (see above) in the Pleasanton Unified School District is required. **No open enrollment request will be approved to schools that have impacted enrollment.**

### OVERFLOW ENROLLMENT

Some elementary and middle schools may be at capacity or have impacted grade levels that have reached maximum class size based on state/district guidelines. In such cases, students will be overflowed to another school in the district. The district regrets this inconvenience. Staff will work with families to help place siblings of an overflowed student as the family wishes. Students overflowed have enrollment priority to attend their home school if space becomes available. Or, if desired, those students may take advantage of the enrollment priority to remain at the overflow school through 5<sup>th</sup> grade or 8<sup>th</sup> grade.

### FAMILY RESIDENTIAL MOVES AND STUDENT TRANSFERS

When parents/guardians move to a different residence in Pleasanton, they **must** inform their child's school *immediately* and provide the school office staff with verification of the new address. The student's emergency card must reflect the correct address and any change in phone numbers. If space is available, the student may transfer to the school based on his/her new residential address. There is an option to remain at the original school.

For parents who move out of the Pleasanton Unified School District, residency status is lost, and continued enrollment is contingent upon the acceptance of an interdistrict transfer. Parents should first check with the Pupil Services Department for the latest information about interdistrict transfers. Interdistrict transfers are valid for the school year and require satisfactory attendance, academics, and behavior.

### KINDERGARTEN ROUND-UP

March 14 and 15, 2012, Amador Valley High School Gym, 1155 Santa Rita Road, 3:30 pm - 7:30 p.m. (*Enrollment is **not** based on a first-come, first-served basis*)

Kindergarten registration is intended for current Pleasanton Unified School District residents only. **Families anticipating a move into Pleasanton Unified School District boundaries need to know that registration procedures cannot be completed before the family moves into the district.**

Parents are encouraged to enroll kindergarten-age students in the district at this time. This registration period is important for the district to determine the number of kindergarten classes necessary for the following school year. Children who will be 5 years of age by November 1, 2012 are eligible to register for Kindergarten. If **Transitional Kindergarten** is funded by the state, students with birthdates from November 2, 2007 - December 2, 2007 will be enrolled in **Transitional Kindergarten**. One of the following **proof of age** is required:

1. Certified copy of a birth record or a statement of the local registrar or county recorder certifying the date of birth, or
2. Baptism certificate duly attested, or
3. Passport, or
4. Affidavit proving the age of the child.

(See also Enrollment/Registration online)

Continued . . .

# The California School Immunization Law

Children must have their immunizations before they can attend school or child care in California. Parents must present their child's immunization records to school or child care staff prior to admission as proof of immunization. Health care providers are required to give or update the parent's copy of the child's immunization record whenever these immunizations are administered.

Vaccine	Required Doses	
Polio (OPV and/or IPV)	4 doses, at any age, but . . .	3 doses meet requirement for ages 4-6 if at least one was given on or after the 4 <sup>th</sup> birthday; 3 doses meet requirement for ages 7-17 years if at least one was given on or after the 2 <sup>nd</sup> birthday.
Diphtheria, Tetanus, and Pertussis <u>Age 6 years and under (Pertussis is required)</u> DTP, DtaP, or any combination of DTP or DtaP with DT (tetanus and diphtheria)	5 doses at any age, but . . .	4 doses meet requirements for ages 4-6 if at least one was on or after the 4 <sup>th</sup> birthday.
<u>Age 7 years and older (Pertussis is not required)</u> Td, DT, or DTP, DtaP or any combination of these	4 doses at any age, but . . .	3 doses meet requirement for ages 7-17 years if at least one was on or after the 2 <sup>nd</sup> birthday. If last dose was given before the 2 <sup>nd</sup> birthday, one more (Td) dose is required.
7 <sup>th</sup> grade – TDAP booster	1 dose	required
Measles, Mumps, Rubella (MMR)		
Kindergarten	2 doses*	Both on or after 1 <sup>st</sup> birthday
7 <sup>th</sup> grade	2 doses**	Both on or after 1 <sup>st</sup> birthday
Grades 1-6 and 8-12	1 dose	Must be on or after the 1 <sup>st</sup> birthday
Hepatitis B		
Kindergarten	3 doses	
7 <sup>th</sup> grade	3 doses	
Varicella (Chicken Pox)		
Kindergarten	1 dose***	On or after 1 <sup>st</sup> birthday or health care provider-documented varicella disease or immunity.
Grade 8-12 (thirteen years and older)	2 doses***	For previously unimmunized persons thirteen years and older or health care provider-documented varicella disease or immunity.
Out of state or country entrants (all grades)		For children under 13 years; 2 doses are needed if immunized on or after 13 <sup>th</sup> birthday.

\* Two doses of measles-containing vaccine required. One dose of mumps and rubella-containing vaccine required; mumps vaccine is not required for children 7 years of age and older.

\*\* Two doses of the 2-dose formulation given at age 11-15 years along with provider documentation that the 2-dose formulation was used for both doses will also fulfill this requirement.

\*\*\* Effective Date 7/1/01

**EXEMPTIONS** The law allows (a) parents/guardians to elect exemptions to immunization requirements based on their personal beliefs, and (b) physicians of children to elect medical exemptions. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). See the back of the blue California School Immunization Record (PM 286) for instructions and the affidavit to be signed by parents/guardians electing the personal beliefs exemption. For children with medical exemptions, the physician's written statement should be stapled to the CSIR. Schools should maintain an up-to-date list of pupils with exemptions, so they can be excluded quickly if an outbreak occurs.

TB test required for out of country entrants (grades k-12)

If you have detailed questions about the immunization requirements, you can contact

Axis Health Center - 925/462-1755  
4361 Railroad Avenue, Pleasanton – Call clinic for hours/days open

**Any questions regarding enrollment should be directed to the Pupil Services Department at 925/426-4290.**