**PLEASE NOTE THAT IF YOU DO NOT HAVE ITEMS 4-5 YOU MUST CALL YOUR PREVIOUS SCHOOL AND HAVE THEM FAX THIS INFORMATION TO US.**

**YOUR STUDENT CANNOT BE ENROLLED IF ITEMS 3-5 ARE MISSING.**

1. If you are NOT the Parent/Legal Guardian, but the student is living in your home, you need to fill out the **Caregiver Form**. Completion and the signing of the affidavit is sufficient to authorize enrollment of a minor in school and authorize school-related medical care. This affidavit does not release legal custody to the caregiver. This form may be filled out at the school site with the Registrar. Caregiver must provide proof of residency. Parent/Guardian of student does not have to be present and their signature is not required on the document.

1. A parent/guardian and student who cannot provide the normal proof of residency, and who are both residing with another individual or family in property that is in the name of the other party, shall be required to file an **Affidavit of Residency.** This form may be filled out at the school site with the Registrar. Consequently, the parent/guardian is not able to provide the documents normally used to establish residency in the school attendance area. Any of the following may be used from the homeowner and/or renter:

*(All documents have to be current: present/prior month only)*

· Utility Bill: PG&E, Water, Garbage

· Government Issued Correspondence: DMV, Medi-Cal, Cash Aid, Welfare

· Mortgage Statement

· Renters Agreement (Cannot be handwritten)

**IF** parents/guardians are still unable to provide any of the above proof of residence documents, then you will need to report to the Child Welfare and Attendance Office at 3105 G Street, Merced, CA 95341.

1. *For Divorced households where both parents live within MUHSD, you need to fill out a* **Declaration of Residence** *to declare which parent’s address as the child’s official residence:* Child Welfare and Attendance Office, CWA Secretary at 209-325-2111, 3105 G Street, Merced CA 95341.

1. *If you do not have a* **Transcript/Drop slip** *with grades from previous school, you must call your former school and have them fax this information to school Registrar.*

1. *If you do not have* **Immunization Records***, you must call your former school and have them fax this information to school Registrar*: Tdap Immunization must be current or your student cannot attend school.

1. *All new students enrolling must provide a* **Birth Certificate** *or* **Passport.**

 *Revised by L.M. 1/24/19*