



# Merced Union High School District

## Enrollment Process

**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. 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.
2. If you do not have a PG&E, MID bill or Rental Agreement in the parent/guardian's name, any of the following may be used from the homeowner/renter: (All documents have to be current: present/prior month only):
  1. Utility Bill: PG&E, Water, Garbage
  2. Government Issued Correspondence: DMV, Medi-Cal, Cash Aid, Welfare
  3. Mortgage Statement
  4. Renters Agreement (Cannot be handwritten)

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

3. 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.
4. 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.
5. 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.