

Los Angeles Unified School District
Student Health and Human Services

STUDENT ENROLLMENT DOCUMENT CHECKLIST- DURING SCHOOL CLOSURES

<u>DOCUMENTS</u>	Collected/Entered/Provided by Enrollment Team	To be provided by School of Residence (in person or mailed)
<p>This checklist serves as a quick reference guide for all schools. All of the documents listed below must be included in student enrollment packets.</p> <p>To complete the enrollment process, schools are asked to:</p> <ol style="list-style-type: none"> 1. Find their new student enrollment(s) in MiSiS 2. Assign each student to classrooms/courses 3. Contact parents to provide <i>information about student schedule, procedures for accessing and completing remaining enrollment forms (which may be mailed to the parent, if preferred) and materials to support distance learning</i> (packets, devices, etc.) 4. Collect and enter remaining enrollment related forms and information from parent some time this school year (<i>may be returned by mail, if preferred</i>) 5. Save and file enrollment documents as a part of the student’s cumulative record at school site 		
Student Enrollment Form	✓	
Student Emergency Information Form	✓	
Temporary/Student Health Card		✓
Guide to Immunizations Required for School Entry – Grade TK/K-12	✓	
Oral Health Assessment Letter/Waiver Request Form (only for Kindergarten or 1 st grade entry)		✓
Student Meal Application		✓
Student Housing Questionnaire	✓	
Title III Immigrant Education Program Questionnaire		✓
Migrant Education Program Family Work Questionnaire		✓
American Indian-Alaskan Native Letter Questionnaire		✓
Financial Responsibility for Damaged School Property Letter		✓
Parent/Student Handbook (updated yearly)		✓
Master Academic School Calendar		✓
Student Success Library Card Program Opt-In Form		✓
CHAMP Program Brochure		✓
Health Insurance Enrollment Information		✓
Responsible Use Policy (RUP) for District Computer Systems	✓	✓
Parent/Guardian Publicity Authorization and Release		✓
School rules, behavior standards, policies, school map including location of restrooms, bell schedules, pedestrian routes, etc.		✓
School attendance policy and procedures related to absences, tardiness and truancy aligned to District policy.		✓

*Additional languages available on www.lausd.net under Families, Forms and Policies tab.