

ACHS ENROLLMENT CHECKLIST FOR NEW STUDENTS

Students cannot be registered without the following items:

PROOF OF RESIDENCE – Three proofs MUST be submitted:

- Please refer to the Address Verification Policy for proofs we accept.
- All three proofs must have the same address.
- If your picture identification has a different address we will require a stamped change of address card from the DMV or a confirmation printout from www.dmv.org.ca.gov/online/coa/welcome/htm.

IMMUNIZATION RECORDS -

Effective August 2011 The California State law requires all 7th – 12th grade students have a current immunization record including a Pertussis vaccine after the 7th birthday. Pertussis is the Tdap or Dtap vaccine. Students without current immunizations will not be allowed to begin the school year.

BIRTH CERTIFICATE– All students must have a Birth Certificate on file.

UNOFFICIAL TRANSCRIPT – MUST BE PROVIDED

WITHDRAWAL PAPERS – Students need official withdrawal documents and transfer grades if enrolling during the school year. Failure to provide transfer grades may result in a loss of credit. Student must receive credits at the semester for enrollment.

STAR TEST RESULTS – (7th – 12th graders in California schools)

ALL STUDENTS ENROLLING MUST BE ACCOMPANIED BY A PARENT OR LEGAL GUARDIAN – See below if guardian

LEGAL GUARDIANSHIP OR CUSTODY PAPERS – One of the following must be submitted:

- Current Valid Court Order
- California Court Appointed Guardianship Papers
- Documentation from Superior Court of California showing the pending court date for your Guardianship hearing. Final papers must be provided within a week of the hearing date.

SPECIAL EDUCATION STUDENTS – Please attach a current copy of **IEP** and current Psychological report.

504 STUDENTS – Please attach a current copy of your child's 504 plan.

ACHS REGISTRATION PACKET – Please fill out all forms

Please be prepared to present these items. If the registrar's office is asked to request that the information be faxed from the previous school, your registration process may be delayed.

Thank you for taking an active role in your student's education.

[Deana McMann](#)

American Canyon High School Registrar

707-653-1415

Hours 8:30am-3:30pm