

San Dieguito

Union High School District

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February 3, 2020

It is a privilege to welcome you to the San Dieguito Union High School District. We are looking forward to working with you and your student during the upcoming school years. This letter includes important information about the enrollment process for all incoming students to our district, for the 2020-21 academic school year.

The online pre-enrollment window for incoming 7th grade students will open **February 3, 2020**. Please visit the **ENROLL link in the top menu on the main district website, or click on this link [Online Enrollment](#) to begin the enrollment process**. All 6th grade students will need to submit an online enrollment for their designated boundary school of attendance. Please note, your student's designated school boundary is based on where you reside, not on which elementary school your student presently attends. The deadline to submit your online enrollment is **February 21, 2020**. Failure to submit the online enrollment by the deadline will delay the enrollment process and online course selection.

During the online enrollment period, you will need to complete the following steps:

February

Enrollment

1. **Confirm your boundary middle school based on your current residency address.**
2. **Complete the initial enrollment process for your boundary school via Aeries Online Pre-Enrollment at your earliest convenience.**
3. **After completing Aeries Online Pre-Enrollment**, the final page is a confirmation/signature page and list of required supporting materials that will need to be printed, signed and submitted to your boundary middle school boundary. For a detailed list of required documents, please click on the link [Required Enrollment Documents and Information](#).

You will bring these forms and documents to your designated middle school boundary. The middle school will follow up with more information about document drop off.

Attached please find a sample of the Aeries online enrollment final confirmation/signature page with a list of the required supporting materials as listed in #3 above that you can preview and use as cover checklist so you do not miss any items.

4. **Final Enrollment** - SDUHSD staff will finalize your enrollment based on your online entries and verification of submitted documentation.

Your enrollment will not be processed unless all required documents are submitted.

Immunizations

SDUHSD has a **NO SHOTS, NO SCHOOL** policy. Students are required to present their immunization records when enrolling in the district. California law requires additional documentation for students who are from out-of-state or out-of-country. Students need these immunizations to start 7th Grade:

- Tetanus, Diphtheria, Pertussis (Tdap) — 1 dose (given at 7 years of age)
- Measles-containing vaccine (MMR) — 2 doses (given at 12 months or older)

This school immunization law affects all students in public and private schools. Students who do not meet these requirements, will not be enrolled in the district. (SDUHSD Board Policy 5141.3)

March

Online Course Selection and School-Specific Items

1. You will have the opportunity to attend Parent Night at your boundary middle school to receive more information about course selection guidance and other school-specific information.
2. Parents and students will submit their course selections online and turn in the signed Course Selection Contract along with other required school documents to middle school by the deadline specified by your boundary school of attendance.

Intra-District Transfers

The Intra-District transfer window is open concurrently with the enrollment window. After submitting your student's enrollment record through the online system, parents of district students who would like their child to attend a school other than the school serving their neighborhood should follow the process outlined under the intra-district transfer process found online. Please visit <https://www.sduhsd.net/Parents--Students/Intradistrict-Transfers/index.html> for more information.

Please be sure to attend the middle school Parent Information evening at your designated SDUHSD boundary school, even if you intend to transfer to another school. You will be provided with information about course selection, elective courses, school bell schedule, math diagnostic placement tests, academic support services, clubs, sports, and parent portal information - much of this information is the same for each of our middle schools. For details on parent info nights, please log in to each the middle school website.

We look forward to a successful and positive school year, made possible by the dedicated efforts of our administrators, teachers, and support staff.

Should you have any additional questions, please contact your student's boundary school.

Sample of the Aeries online enrollment final Confirmation/Signature page with a list of the required supporting materials as listed in #3 above that you may use as cover checklist so you do not miss any items.

Confirm

Confirmation/Signature Page

To finalize enrollment, the following forms and documentation are required for all students and must be provided to the school as a complete packet:

- **Verification of Identity** - Parent/Guardian must provide Government or State Issued Photo ID
- **Proof of Residency** - Two (2) Forms of Documentation of Current Residence
- **New Student Enrollment Supplemental Questionnaire** - Download the document during Aeries online enrollment, complete the fillable questionnaire, sign and date.
- **Aeries Online Enrollment Confirmation/Signature Pages** - Review, Print, Sign, and Date
- **Proof of Age** - Examples: certified copy of birth record, Statement by the local registrar or county recorder certifying the date of birth, Baptism Certificate, Passport, Affidavit of the parent, guardian or custodian, or any other appropriate means of providing the child's age.
- **Proof of Immunizations** - Student's Official Up-to-Date Immunization Records
- **Documents from Previous School for 2019-2020 CURRENT SCHOOL YEAR (Mid-Year) Enrollments**- Report cards with course history (7th-8th grade). Proof of withdrawal from previous school (7th-12th grade). State testing student score reports (7th-12th grade). Official transcript of course history and credits earned (9th-12th grade). If applicable, a copy of current IEP or Section 504 Plan.
- **Documents from Previous School for 2020-2021 NEXT SCHOOL YEAR Pre-Enrollments** - Report cards with course history and/or "in progress" courses (incoming 7th-8th graders), state testing student score reports (incoming 7th-12th graders), transcript of courses and credits earned and/or "in progress" of earning (incoming 9th-12th graders). If applicable, a copy of current IEP or Section 504 Plan. **NOTE:** This requirement does not apply to students currently in 6th grade attending Cardiff, Solana Beach, Del Mar or Encinitas public schools.

2019-2020 CURRENT MID-YEAR ENROLLMENT: Print this Confirmation/Signature Page. Sign and date it. Contact the school Registrar to schedule a time to bring this page, along with all other required paperwork, in for verification. Please use the Registrar's email address listed below to request a verification appointment.

2020-2021 NEXT SCHOOL YEAR (MIDDLE SCHOOL) PRE-ENROLLMENT: Print this Confirmation/Signature Page. Sign and date it. Bring this page, along with all other required paperwork, to the Enrollment Packet Collection date scheduled at the middle school.

2020-2021 NEXT SCHOOL YEAR (HIGH SCHOOL) PRE-ENROLLMENT: Print this Confirmation/Signature Page. Sign and date it. Bring this page, along with all other required paperwork, to the school Registrar's office during the month of March.

Your final enrollment will not be processed until all required documents (listed above) are submitted.