

LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

STUDENT ENROLLMENT DOCUMENT CHECKLIST

DOCUMENTS	New LAUSD Student	Annually Disseminated Form
<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. The inclusion of these forms in student enrollment packets are differentiated by the following two categories: new LAUSD students and forms that must be annually disseminated to every student. Students matriculating and/or transferring within LAUSD shall provide updates through the required annually disseminated forms. Schools shall not require matriculating and/or transferring students within LAUSD to complete a new Student Enrollment Form or to provide additional documentation for address verification.*</p> <p>Please refer to Office Checklist for Student Enrollment to ensure all information has been received with each new enrollment form (file in Cumulative Record for audit purposes).</p>		
Student Enrollment Form* (file white copy in Cumulative Record)	✓	
Student Emergency Information Form** (Original to, Optional copy to Attendance Office) <ul style="list-style-type: none"> • Information on the Student Emergency Information Form should be updated in MiSiS within 5 days. 	✓	✓
Permanent 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	✓	
Refugee Educational Support Program Eligibility Questionnaire	✓	
Parent and Student Acknowledgement Form- Loaned Computing Device	✓	✓
Financial Responsibility for Damaged School Property Letter	✓	✓
Parent/Student Handbook (updated yearly)	✓	✓
Master Academic School Calendar	✓	✓
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.	✓	✓

* Affiliated charter schools extend enrollments to students outside attendance boundaries through the Choices Program. Affiliated charter schools are required to prioritize students who live in their attendance boundary and must verify residence all incoming students.

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