

Foothill High School | *Home of the Mustangs*

# Enrollment Steps

Grades 9<sup>th</sup>-12<sup>th</sup>  
Fall 2022

## Step One:

Contact your current school to formally withdraw: this process may include going in person and more importantly, returning all materials owed to that District. During your in-person withdrawal, **you will need to obtain copies of the records listed next.**

## Step Three:

Please be patient to receive a response indicating if your student is complete or if your student is incomplete. Your student is not permitted to begin school until you receive an enrolled email from the Registrar, Mrs. Brown.

## Step Two:

Complete an online enrollment application and upload copies of these records:

- Copy of Birth certificate or Passport
- Copy of Parent/Guardian driver's license or other government issued identification
- Proof of residency – copy of the lease, mortgage, utility bill (SMUD, PG&E, water) or property tax bill with a parent or guardian's name
- Copy of full immunization record, including proof of Tdap vaccination
- Incoming 9th - 12th grader - copy of withdrawal report (**including withdrawal grades, high school transcripts, attendance report, and discipline report**)
- (If applicable) Copy of English language learner scores from last school site.
- (If applicable) Copy of 504 Plan
- (If applicable) Copy of Special Education IEP from last school site

<https://aeries.twinriversusd.org/OnlineEnrollment>

## Frequently Asked Questions:

1. Do I need to submit all enrollment documents? **Yes**, it is the parent's responsibility to submit all enrollment documents, either within the online application or in-person. Please go to the last school to get missing items.
2. I don't have all the enrollment documents - *can I still apply?* **Yes**, but this will delay the enrollment of your student until submitted in person.
3. I am not the biological parent - *can I still enroll a student?* **Yes**, you can still enroll the student. If your name is not listed on the birth certificate, you must submit proof of guardianship. Examples of proof of guardianship include: any court-appointed documents, a notarized letter from the parent, or a signed caregiver affidavit.
4. I am not the homeowner of this residence - *do I still need to submit proof of residency?* **Yes**, proof of residency is required for all student enrollments. Along with attaching one of the required items, be sure to list the homeowner as a contact on the application, complete our Residence Questionnaire, and attach any piece of mail you receive to the home.



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