



## FAQ ENROLLMENT INFORMATION

The assigned school completes all enrollment paperwork and residency information.

### **Enrolling elementary students when grade level is closed-displacing students:**

The assigned school completes the enrollment and residency verification, even if space is not available. Upon completion of enrollment, contact Kami Collver ([kamicollver@iusd.org](mailto:kamicollver@iusd.org)) for placement options.

### **Enrolling Transitional Kindergarten (TK) students:**

The assigned school completes all enrollment and residency verification. Upon completion of enrollment, contact Kami Collver ([kamicollver@iusd.org](mailto:kamicollver@iusd.org)) for placement options.

### **Enrolling a new student:**

Ask the family if they have already moved into the IUSD boundary.

- If answer is no, they family must reside within the boundary at the address they are claiming in order to enroll.

Has your student ever been enrolled in IUSD?

- If the student has been enrolled with IUSD, they do NOT need to do the online registration. Family may proceed directly to school site with required enrollment documentation.

Are you the parent of the student(s)?

- A parent/legal guardian, court-appointed guardian, caregiver or power of attorney may enroll a student. Grandparents, aunt, uncle, friend, step-parent **CANNOT** enroll.
- If an adult wants to be a Caregiver or Power of Attorney, they must prove residency with 2 current proofs within IUSD boundaries. School sites complete Caregiver or Power of Attorney paperwork (under parent direction). Forms are available on the Intranet.

### **When family hands you Government Issued documents proving the student's age:**

- If passport is closed, return to parent and ask them to open to the page that shows the date of birth. Do not thumb through the passport.
- Check the IUSD Age chart for grade placement
  - If student's age placement is a higher/lower grade, transcript/report card must be provided. If no transcript/report card provided, student in placed according to birth date.
  - The last name of student must match last name of parent enrolling. If not, parent must provide a birth certificate or a household registry (from foreign countries) proving they are the parent. This is for the student's safety.

### **Miscellaneous enrollment information:**

- If a family informs you they are living in a hotel, do NOT assume they are McKinney-Vento.
- In the Contact screen, mark Y or N which lets you know if the student lives/does not live with. This is key to Student Services for SARB and Residency Verification.
- Do NOT make an appointment for Language Testing until ALL enrollment paperwork has been completed and verified.
- If a student enrolls at their residential site, but belongs in the Newcomers Program, do NOT give the family the cum file. Notify the new school, scan over the documentation and then send the cum file via direct mail.

### **InterDistrict Transfers:**

The process for requesting an interdistrict transfer begins with contacting resident school district and following their transfer guidelines. Once IUSD receives the request, it's reviewed and a decision is rendered.

### **Residency Verification:**

- See IUSD district website for enrollment information: <https://iusd.org/about/iusd-enrollment/required-documents>
- A family with temporary bills has 45 days from the date of enrollment to produce first bills to the school site. Tag User 1 field as "temporary utility" and keep a folder to follow up.

- If a family has an address change, they must complete a new Residency Affidavit and provide 2 current proofs of residency within 5 days of their move.
- When entering a new address and a red alert box pops up, it may mean the family moved outside of IUSD boundaries. Click “cancel”. Do NOT click “ok”.
- Update the date in the NameAddrVer box.

**New Communities Form:**

- Families may enroll with IUSD at school according to a New Communities form while home is under construction.
  - Builder provides: a completed and signed form
  - Parent provides: the first page AND signature page of the purchase agreement
    - Residency: if live within IUSD boundaries, residency is proven as usual. If NOT, an Interdistrict Transfer Agreement must be completed where they are living and attach the New Communities form and purchase agreement pages for IUSD review.

**Caregiver:**

A Caregiver may only enroll a student and provide emergency medical care. Caregivers **CANNOT**: clear attendance, meet with teachers, attend conferences, etc. The parent must remain in the primary position on the Demographic screen in order to receive IUSD automated calls for attendance, etc.

- If an individual plans on being a Caregiver, they must prove residency within IUSD boundaries and provide their photo ID.

**Power of Attorney:**

A Power of Attorney has educational rights just as a parent/legal guardian would. A Power of Attorney can clear attendance, meet with teachers, attend conferences, request records, etc. The parent does NOT give up any rights; however, a Power of Attorney had much more rights than a Caregiver.

- A Power of Attorney may be inputted in the primary spot on the Demographic screen to receive automated calls for attendance, etc.

**SARB Letters:**

SARB 1 and SARB 2 letter **MUST** be documented in the Assertive Discipline Screen for each letter sent home.

District Attorney meeting letters and SARB Hearing Letters **MUST** be documented in the Assertive Discipline Screen by the Office of Student Services.

**Student Withdrawal:**

If a student withdraws from IUSD, please follow your school site’s practice. You may have a withdrawal form for the parent to sign and make a copy of the parent’s photo ID. AERIES does have a standard withdrawal form. Remember: to change the school code in the Next School box to ensure the student does not rollover at the end of the school year.

To locate the withdrawal form, click on View all forms, type in the filter box the word “withdrawal”, click on “headings on the student withdrawal form”. Print the form and return to the demographic screen and enter “I” in the status box.

**Cumulative Files:**

- Do **NOT** shred **ANY** cumulative files.
- Do NOT write on the outside of any cumulative files.
- The cumulative file **remains** at the last known school of attendance in IUSD.