

ENROLLMENT INFORMATION

In order to receive an enrollment packet all original documents are required as proof of residence and must be in the name of at least one of the parents or legal guardian:

If you own the property bring at least two of the following:

- Current Property Tax Bill
- Current DWP Bill
- Current Gas Bill

If you lease or rent the property bring at least two of the following:

- Lease agreement or Rental Agreement- Mandatory
- Current DWP Bill
- Current Gas Bill
- Letter from the Homeowner's Association confirming your residency
- NO TELEPHONE OR CABLE BILLS ARE ACCEPTED

Please note, giving a false address or the address of a friend or relative is illegal and subject to prosecution as fraud. Giving false address is also subject to civil penalties or lawsuit. Encino has internal system to actively investigate all cases where it has a reason to believe that residency has changed and/or false information has been provided. Verification will occur at random times. All students with false addresses will be transferred to their home school.

1. First Time Students in the Los Angeles Unified School District:

A. Required Forms:

- Completed Student Enrollment Forms
- Birth Verification (*Birth Certificate, Baptismal Certificate, Passport*)
- Up to date Immunization Record with doctor's verification
- Residence Verification
- Parent ID-(Photo ID, Passport, License)
- Additional Kindergarten Requirements:**
 - Proof of Physical Examination (*orange card*)
 - Permanent Health History (*white card*)
 - Student must physically come to school for enrollment
 - Oral Health Assessment form

2. Students Currently Enrolled in the Los Angeles Unified School District:

- Completed Student Enrollment Forms
- PAR (Pupil Accountability Report) from current school of attendance
- Residency Verification - Current gas/electric bill or lease agreement