



4711 Campbell Avenue • San Jose, CA 95130 • (408) 874-2900

WELCOME TO MORELAND SCHOOL DISTRICT! We are excited to have you join the Moreland Family!

Effective March 3, 2008, all new student registration will be processed centrally in the Moreland Elementary School District. Registration is required for students enrolling in the Moreland Elementary School District for the first time or returning to the Moreland Elementary School District after having withdrawn from school. Proof of District residency or an approved interdistrict attendance agreement is required for all new and students returning to the District after having withdrawn.

Parents/guardians must register their students at the Moreland Elementary School District Enrollment Center:

Moreland Elementary School District
Enrollment Center – Latimer Campus
4250 Latimer Avenue
San Jose, CA 95130

You may register in person Monday – Friday from 8:30 AM to 4:00 PM. The registration process takes 20 to 30 minutes to complete. In order to complete your registration in one day, you must arrive with completed forms and required documentation by no later than 3:30 PM.

How to Register and What to Bring:

Registration packets will be available at all sites one week prior to the Kindergarten Registration date. Sites will not be handling registration, however, only providing packets. You may obtain a packet from your neighborhood school or the District Office from Monday, February 25th through Friday, February 29th. Effective Monday, March 3rd, packets will be available from the Enrollment Center only.

Registration will begin on Monday, March 3rd and may only be completed at the District's Enrollment Center located on the Latimer Campus at 4250 Latimer Avenue, San Jose 95130. Hours of operation are 8:30 AM to 4:00 PM, Monday through Friday. In order to complete your registration in one day, you must arrive with completed forms and required documentation by no later than 3:30 PM.

In addition to the registration forms, you will need to provide:

1. **Proof of District Residence documentation.**

⇒ By law, Moreland School District may only register students who reside within District boundaries or those who have been approved to attend Moreland School District on an interdistrict transfer. In addition, California law requires parents to verify their residence within the District on an annual basis. The District is required to keep proof of District residency on file for all students. Please bring originals as requested for us to photocopy. You may request to have financial or sensitive information covered prior to copying. Your originals will be immediately returned to you. If it was determined that false information was provided to verify district residency, the student will be disenrolled.

2. **Proof of birth date and student's legal name** (certified copy of birth certificate is preferred)

⇒ California has established a statewide Student Information System known as CSIS (California School Information System). CSIS requires that all students enrolling in California public schools be registered under their legal names. For this reason, Moreland School District requires

⇒ a certified copy of the student's birth certificate OR

⇒ a foreign passport or consulate-issued birth verification document showing the student's full legal name and established birthdate.

3. **Immunization verification card** showing that your child has fulfilled state and county health requirements, including Hepatitis B, Varicella (chicken pox) and a Mantoux Tuberculosis Skin Test.

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4. Kindergarten Students Only: Completion of the following:

- **Oral Health Assessment:** California law requires that your child have an oral health assessment (dental check-up) by May 31st of the first year of school attendance (Kindergarten). The law specifies that the assessment must be done by a licensed dentist or other licensed or registered dental health professional. Assessments completed within 12 months prior to school entry also meet this requirement
- **Health Examination Certificate (CHDP):** Must be completed by a health care professional *prior to first grade*. However, for your child's health and safety, we strongly suggest this be completed prior to kindergarten entry, anytime after March 1, 2008.

Note: Immunizations and health examinations do not need to be up-to-date in order to begin registration. However, unless otherwise noted, they must be up-to-date and submitted to Enrollment Center before your child may begin school.

If you are registering in advance for Fall 2008, please submit final paperwork no later than two weeks before school begins to ensure school and classroom placement on the first day of school.

Residency Documentation:

Residency documentation assists in establishing that you and your child reside full-time within the Moreland Elementary School District boundaries. You must provide documentation in your name that shows you and your family physically reside full-time at the stated address (**primary residence**). Both the name of the parent/guardian and the address must be stated on the documentation presented. Moreland Elementary School District accepts the following as verification of district residency:

As noted below, THREE (3) documents are REQUIRED to establish residency (see boxes 1 & 2).
Post Office boxes do not meet residency requirements. Only street addresses are accepted.
Additional documents are required to complete the registration process (see box 3).

<p>1. <u>Parent's Picture ID from the following list:</u> <i>Current Driver's License;</i> <i>Current California State ID Card;</i> <i>Valid Passport or Consulate Issued Picture ID;</i> <i>Credencial Para Votar</i></p>	<p>2. <u>TWO of the following ORIGINAL DOCUMENTS with the parent/guardian's name and address:</u></p> <p>A. <i>Current, valid vehicle registration; OR</i> <i>Current utility bill (PGE, water, or cable bill showing the residential service address); OR</i> <i>Other current government or agency issued documentation showing parent/guardian's name and residential address</i></p> <p style="text-align: center;">AND</p> <p>B. <i>Current lease or rental agreement; OR</i> <i>Current property tax statement or escrow documentation</i></p> <p>Out of District residents only: An approved interdistrict is required in addition to residency documentation.</p>	<p>3. <u>The following ORIGINAL DOCUMENTS:</u></p> <p>Birth and Legal Name Verification: Certified copy of the child's birth certificate showing the child's full legal name OR foreign passport or consulate issued birth verification document showing the child's full legal name and established birthdate;</p> <p>Immunization verification documentation issued by health department of health care provider;</p> <p>Kindergarten Only: Oral Health Assessment form required for kindergarten entry.</p> <p>Kindergarten and First Grade Only: Yellow CHDP Health Exam form to be completed prior to entry into first grade.</p>
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If a parent and child are living with another family within the District boundaries or renting a room in a residence, documentation requirements still must be met. Contact the Enrollment Center office for registration information.

Under certain conditions, Moreland Elementary School District accepts interdistrict attendance agreements approved by the district of residence as valid proof of residency. The interdistrict attendance agreement must be approved by Moreland Elementary School District before registration is completed.

If you do not have the documents noted above, you are welcome to come to the Enrollment Center with any and all current official documents you do have that may assist us in verifying your residency within the district. If required, we will arrange a time for you to meet with a District administrator.

Children must be five years old on or before December 2, 2008 to be eligible for Kindergarten enrollment in the 2008-09 school year. At this writing, no change has been made in the Kindergarten date of birth requirement of December 2, 2008. Due to attendance restrictions and space considerations, Moreland School District does not offer early entry into kindergarten.

California is currently considering changing the December 2nd birthdate and moving it back to September 1st. This would mean that kindergarten students must be 5 by September 1, 2008 in order to attend school in the 2008-09 school year. Although we do not anticipate that this change will take place in the 2008-09 school year, parents should be aware that a decision is pending at the State level.

Please see our [Frequently Asked Questions](#) page for other important information regarding placement, Open Enrollment, first day's attendance, and the District's independent student policy.