



## Procedures for Student Registration

The following documents are required for a parent/legal guardian to register his/her student in a Lincoln Unified school:

- 1. Completed and signed Student Information Sheet
- 2. Student's governmentally-issued birth certificate or passport (*K students must be 5 years of age on or before December 2 of their kindergarten year.*)
- 3. Student's complete, up-to-date immunization record
- 4. Parent/guardian's photograph identification
- 5. Proof of residence within Lincoln Unified boundaries  
*Accepted documentation includes:*
  - *current PG&E bill in parent's or guardian's name, or*
  - *rental agreement on letterhead (Generic forms cannot be used. The name of the rental agent imprinted on the agreement must be listed in the white pages of the telephone book. Lincoln USD staff may call to confirm residency.)*
- 6. Student's *Physical Examination for School Entry* form completed by physician (*grades K and 1*) Free or low-cost physical exams are available through the San Joaquin County Health District (468-3830).
- 7. Student's *Oral Health Assessment* form completed by dental health professional (*grades K and 1*)

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The following documentation is required when the PG&E bill is in another person's name:

1. Photo ID of the person in whose name the PG&E bill is listed
2. A letter from this person which includes the following information:
  - a) Address
  - b) Names of the individuals now claiming residence at that address
  - c) Acknowledgement that Lincoln Unified School District may conduct periodic home visits
  - d) Acknowledgement that letter is signed under penalty of perjury

*The letter must be signed either in front of a Lincoln USD employee (who will sign as a witness), or before a notary public.*
3. A copy of the most recent PG&E bill at the given address

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Periodic residence checks to the given address may be made to verify student residence within Lincoln Unified School District area. Lincoln USD may request additional documentation to confirm residency.