



Procedures for Student Registration

Please provide the following documents to register your student in a Lincoln Unified school:

- 1. Completed and signed Student Information Sheet
- 2. Student's birth certificate or passport (*K students must be 5 years of age on or before December 2 of their kindergarten year.*) Ed Code §48000 and §48002
- 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:
 - a. *current PG&E bill (page 2) in parent's or guardian's name, or*
 - b. *rental agreement on letterhead (Lincoln USD staff may ask for additional documentation or call to confirm residency.), or*
 - c. *two current bills and/or statements in parent's or guardian's name*
- 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*)

The following documentation is required when all proofs of residence are in another person's name:

1. Any of the above options of documentation, listing the given address
2. Photo ID of the person in whose name the bills are listed
3. 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 staff 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.

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.