



Procedures for Student Registration Grades 9-12

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

- 1. Completed and signed Student Information Sheet
- 2. Student's birth certificate or passport Ed Code §48000 and §48002
- 3. Student's complete, up-to-date immunization record *No student will be enrolled without proper documentation of all required immunization, including HEP B.*
Required: Polio (4 required), Tdap/DTP/DT (5 required; one must be after 7th birthday), MMR (2 required), HEP B (3 required), Varicella Vaccine (2 required unless student had disease)
- 4. Parent/guardian's photograph identification *Proof of legal guardianship must be provided. All other guardianships require a Caregiver Affidavit which can be obtained from our district office at 2010 W. Swain Rd. Please schedule an appointment at 953-8711.*
- 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 in parent's or guardian's name*
- 6. Student's previous school records *Students must bring an unofficial transcript and withdrawal release from their previous school. Our registrar will request official records from the previous school after enrollment. The unofficial record is necessary for scheduling classes. Incoming 9th graders should provide their final 8th grade report card.*
- 7. Special Education students should bring a copy of their current IEP (*Individualized Education Program*)

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.*