



# Conejo Valley Unified School District

## Instructional Services Division

2/11/2011

1400 E. Janss Road, Thousand Oaks, CA. 91362  
Telephone (805) 497-9511 ♦ FAX (805) 379-5756

## Registration Procedures

The following items are required for registration:

### Proof of birth:

A legal **certified** copy of your child's birth certificate, baptismal record, or passport (hospital certificates are **not** acceptable). To enter kindergarten, your child must turn 5 years old on or before December 2 of that school year

### Proof of identity:

A valid Driver's License or ID card

### Proof of residency:

Two (2) **CURRENT** Utility Bills (i.e. gas, water, trash, or electric) showing both service address and mailing address

- a. Telephone bills may not be used
- b. If applicable, mobile home owners submit monthly HOA itemized statement showing utilities

These residency documents are required for each change of address/residence

### Immunization Requirements:

- \*Polio (OPV or IPV) 4 doses. 3 doses meet requirement if at least 1 was given on or after 4th birthday for ages 4-6 yrs or on or after 2<sup>nd</sup> birthday for ages 7-17
- \*DPT/DTaP/DT/Td 5 doses. 4 doses meet requirement if at least 1 dose given on or after 4th birthday for ages 4-6 yrs. 3 doses meet requirement for ages 7-17 years if at least one dose was given on or after 2<sup>nd</sup> birthday.
- \*MMR 2 doses on or after 1<sup>st</sup> birthday. The 2<sup>nd</sup> dose may be any measles-containing vaccine.
- \*Hepatitis B 3 doses. 2 doses meet requirement if the doctor indicates the 2-dose formulation was used & both doses were given at age 11-15 yrs
- \*Varicella 1 dose or health care provider documents that child had chickenpox
- \*Tdap 1 dose of pertussis (whooping cough) vaccine booster before student attends 7<sup>th</sup> through 12<sup>th</sup> grade. Minimum requirement is 1 dose on or after the 7<sup>th</sup> birthday (on or after the 10<sup>th</sup> birthday is recommended).

\*You must have a copy of an official immunization record signed by a doctor's office or clinic.

## Additional Documents Required

1. Families purchasing a residence in CVUSD attendance boundaries and will occupy the residence **within 90 days**:
  - a. Executed Escrow Papers for residential domicile, including closing settlement date
  - b. Within three weeks of move-in, two utility bills showing both service address and mailing address
2. Families renting a residence in CVUSD attendance boundaries and will occupy the residence **within one week**:
  - A. Has/will have utility service in their own name:
    1. Executed Rental Agreement (original)
    2. Two **CURRENT** utility bills showing both service address and mailing address (if new resident, must supply two utility bills within three weeks)
  - B. Does not/will not have utility service in their own name:
    1. Executed Rental Agreement (original)
    2. Completion of Form AV – **Address Verification Form** (CVUSD 98-00160)
    3. Two **CURRENT** utility bills from your landlord
4. Student living with someone other than parent/guardian (adult sibling, relative, grandparents, etc):
  - a. Completion of two page “**Caregiver’s Authorization Affidavit**” (CVUSD Form 98-00111), **notarized and approval signature** from Pupil Services
5. Families living with others (renting a room, living with family members or friends, etc.), without a formal rental agreement or utility service in their name:
  - a. Completion of Form AV – **Address Verification Form** (CVUSD Form 98-00160)
  - b. Two **CURRENT** utility bills from your landlord

## Follow Up To Verify Residency at Address Given

- A. Run district data base for common addresses of students. An excess number of students registered to the same address should be questioned.
- B. Run an Enrollment Report. Any student with Grid Code address of 99999 is required to have an Interdistrict Attendance Permit prior to registration. If the family has moved since registration, notify the parent/guardian **in writing** that they must obtain the necessary permit. Give parent/guardian a deadline for obtaining the permit. Send a copy of your letter to Pupil Services.