

**Alpine County School Attendance
Procedure
New Student Enrollment**

**Alpine County Unified School District
Attendance Procedures**

WHAT TO DO WHEN YOU HAVE A NEW STUDENT

Checklist:

1. Registration Form - School Office Staff inputs all enrollment data into Schoolwise. School Office Staff then notifies Attendance, Technology, Chief Accountant, Transportation, and Teacher of new student enrollment via email. Original form is filed in student CUM file.

****See "Attendance Office Structure" for specific school information.**

****Bear Valley Elementary School will fax documentation in regards to attendance to the Attendance Office and originals will be dropped off to Business Services.**

2. Birth Certificate & Immunization Copies - School Office Staff makes copy of the student's birth certificate and immunization form. Input into Schoolwise then file into student CUM file. All immunizations must be completed before entering school. It's the law.

3. Emergency Card - School Office Staff gives to each parent/guardian to be completed and returned. The original is filed in School Office and a copy is given to the Transportation Department.

4. CUM Files/Transcripts Requests - CUM files follow each student through their school years. In order for us to determine their past performances, School Office Staff requests a copy of their records (including IEP information). The School Office Staff fills out the request form and faxes the request to the previous school. The information needed for the form is: student's name, current address, current grade level, birth date, and last school attended.

5. Student Entry for Attendance - Upon receipt of registration form, the School Office Staff will enter data from form into Schoolwise and enroll the student into appropriate class / grade.

6. Free & Reduced Lunch Form - This form must be filled out and returned to Chief Accountant in the Business Office as soon as possible. Chief Accountant will update Schoolwise for Free & Reduced qualifying students.

7. Bus Schedule and Bus Rules Contract - For any students who will be riding the buses to school, they must be given a Bus Schedule and a Bus Rules Contract. The contract must be returned to the School Office Staff and the original is forwarded to Transportation Department.

8. Internet Use Form - The "Internet Use Form" must be signed by parent/guardian and returned to School Office Staff.

9. Annual Parent Notification Form - Signed by parents/guardian and filed in School Office.

10. Student / Parent Handbook - Signed by parents/guardian and filed in School Office.

11. Library Contract (Diamond Valley Elementary only) - Signed by parents/guardian and filed in School Office.

