

## REGISTRATION CHECKLIST

Dear Parent,

Welcome to Brea Junior High! Enclosed you will find enrollment documents. Please return these documents to the Guidance Office when ALL paperwork is complete.

Parents enrolling students must bring the following documents when registering:

### 1. ADDRESS VERIFICATION

- ❖ Driver's License or CA Identification Card and one current utility bill (Gas/Water/Electric) in parents' name and address within the BOUSD attendance area. If driver's license does not contain current Brea address, two utility bills are required. If you do not have a utility bill, you must provide a notarized letter from your landlord, landlord's utility bill (Gas/Water/Electric) and a document mailed by the post office to you at the Brea address.
- ❖ **Note: Rental or lease agreements are not accepted.**

### 2. IMMUNIZATION RECORDS

- ❖ **Note:** Every student must have **PROOF OF IMMUNIZATION** before enrolling into BJH.
- ❖ All incoming students are required by law to have proof of a whooping cough booster shot (Tdap). Students will not be allowed to attend classes without a shot record.

### 3. OFFICIAL BIRTH CERTIFICATE

- ❖ **Note:** Students are registered with his/her legal name as it appears on the birth certificate or passport.
- ❖ **Please note:** Students are placed in the age appropriate grade level.

### 4. UNOFFICIAL COPY OF TRANSCRIPT / WITHDRAWAL GRADES FROM LAST SCHOOL ATTENDED / GRADES

- ❖ This document must come from the previous school and shows classes the student has previously taken and most current grades. This is needed for proper course placement by the counselor.
- ❖ In addition to grades, we also require discipline records.

### 5. STATE AND STANDARDIZED TEST SCORES

- ❖ **Note:** A copy of the following test scores are needed and can be obtained from the previous school from the original reports mailed home to parents:
  - CAASPP (California Assessment of Student Performance & Progress) scores
  - CELDT (California English Language Development Test) Scores(Note: This test is given only to English Language Learners.)

### 6. SPECIAL EDUCATION

- ❖ If your son/daughter participates in Special Education, please bring a copy of the latest IEP (Individual Education Plan). Student will not be allowed to enroll without copy of IEP.

### 7. SPECIAL RESIDENTIAL CIRCUMSTANCES

- ❖ **Non-Resident Family Living with a Brea Family:** a notarized letter stating that the non-resident family is living at the residence of a Brea family (letter must include student name), utility bill in name of Brea family and correspondence from post office showing your name and mailed to that Brea address.
- ❖ **Assumption of Responsibility:** When a student will be residing without his/her parents but with another Brea relative or family. Brea family needs to complete the Caregiver's Authorization Affidavit and Verification of Residence Form that are available at the school. Must also provide a utility bill (gas, water or electric) and completion of enrollment documents. Note: Final approval made by Principal/BOUSD.
- ❖ **Individual Inter-District Attendance Agreement Permit:** If a student lives in another school district and wants to attend BJH, their district must grant this permit. **Note: Final approval for enrollment is needed and additional information may be required.**

If you have any questions, please contact Laura Mitchell, Registrar, at (714) 990-7501 or fax (714) 990-7505.

Updated August 2017. Registration Checklist.