



# SCUSD

PUTTING CHILDREN FIRST

## Enrollment Center

5601 47th Ave. Sacramento CA 95824  
(Next to the Serna Center)

*THE ENROLLMENT CENTER IS NOW OFFERING ONLINE REGISTRATION AT  
[WWW.SCUSD.EDU/ENROLLMENT-CENTER-K-12](http://WWW.SCUSD.EDU/ENROLLMENT-CENTER-K-12)*

### HOURS OF OPERATION

Monday, Tuesday, Wednesday, Thursday  
**CLOSED FOR LUNCH** (Monday – Thursday)

Friday

Saturday

**Lobby Hours:** Monday – Friday (self-serve)

8:00 AM – 3:30 PM *except holidays*  
**11:30AM-12:00PM**

**CLOSED FOR SUMMER (from 6/25/21- 8/13/21)**

**CLOSED**

8:00 AM- 5:00 PM *except holidays*

### About the Enrollment Center

The Enrollment Center was created as a one-stop resource for families seeking resources and information when enrolling their children in our district. Families are able to enroll students, submit transfer and open enrollment applications, have questions answered, and receive pre-testing services.

### What You Need to Know to Register Your Child

Please be advised that for the safety and security of all children only biological parents, legal guardians, or educational rights holder may enroll a child into our district. The person enrolling any child will be required to present the following documentation:

1. **Photo identification**
2. **Address Verification:** Name on I.D. must match name on bill issued within 30 days. Bring **ONE** of the following or other options listed under (Ed. Code 48204.1):
  - Property tax payment receipt
  - Rental property contract, lease, or payment receipts
  - Utility service contract, statement, or payment receipts
  - Voter registration
  - Correspondence from a Government agency
  - Pay stub
3. **Proof of birth** – Local registrar or county issued birth certificate, duly attested baptism certificate, or a passport. Other appropriate means of proving the age of the child can be provided (Ed. Code 48002)
4. **Immunization record.** Current for each child (California Health and Safety Code, Sections 120325-120375) T-Dap Booster shot is required for grades 7<sup>th</sup> – 12<sup>th</sup>. Both name and birth date must be on the immunization record.
5. **Individual Education Plan (IEP)** if your child is receiving special education services
6. **Current withdrawal grades and transcripts** (Grades 9<sup>th</sup> -12<sup>th</sup> only)
7. **Guardianship/Custody papers** (if applicable)

### Services Include:

- K-12 Enrollment
- Intra-district/Inter-district Permits
- Language Assessment Process / Translations / English Language Learner Services



For more information and a complete list of services visit us  
online at [www.scusd.edu/enrollment-center](http://www.scusd.edu/enrollment-center) or call (916) 643-2400