



## SAN DIEGO UNIFIED SCHOOL DISTRICT

### Directions for Completing the PK-12 Enrollment Form

Please complete the San Diego Unified PK-12 Enrollment Form by printing using black or blue ink. Complete each box in Sections I-IV and sign the form on p.2. Note that verification is needed for the information you provide in Boxes 3 and 12 for a new enrollment at the school.

<b>SECTION I: Student Information</b>	
Boxes 1-2	These are for OFFICE use ONLY. Do not enter any information in these boxes.
Box 3. Legal Name	Enter your child's Legal Name (as printed on the birth certificate or other legal document): Last Name, First Name, Middle Name/Initial, and Suffix (Jr, II, III). NOTE: The child's legal name and birthdate must be verified by the office staff. Forms of verification include a birth certificate, affidavit, church records, or passport.
Box 4. Nickname	Enter a name that your child uses if he/she does not use the Legal Name in Box 3. Example: A child named Eleanor might use the nickname Ellie.
Box 5. Other Name(s) used previously	Enter a name that your child may have used or is known by that is different than the Legal Name in Box 3. Examples include a former legal name or a maiden name.
Box 6. Birth date	Enter your child's birthdate using mm/dd/yyyy.
Box 7. Student Social Security Number	Enter your CHILD'S Social Security Number. If no number leave blank.
Box 8. Gender	Mark either Male (M) or Female (F).
Box 9. Hispanic/Latino Ethnicity	Check a single box indicating "Yes" or "No" if child is Hispanic or Latino.
Box 10. Race	Select one or more race categories from listed races. (See "RACE/ETHNIC DEFINITIONS FOR PK-12 ENROLLMENT CARD".)
Box 11 Home Phone	Enter the phone number where the child lives. Include the area code.
Box 12. Household Address	Enter the address where the child lives including the city, state, and zip code. If you are living somewhere temporary due to financial hardship you may use your school's address as a household address.
Box 13. Mailing Address	If you receive mail at an address other than the household address in Box 12, enter that address here.
Box 14. City and State of Birth	Enter the city and state where your child was born.
Box 15. Country of Birth	Enter the country where your child was born.
Box 16. First Enrolled in a California School (K-12)	Enter the date that your child was first enrolled in a California school for Grades K-12. If your child is entering Kindergarten, enter the first day of school.
Box 17. First Enrolled in a U.S. School (K-12)	Enter the date that your child was first enrolled in a U.S. school for Grades K-12. If your child is entering Kindergarten, enter the first day of school.
Box 18. Student Residential Status	Check ONE box that best describes where the child lives. If your residence is temporary <i>due to financial hardship</i> ("doubling up" by living with friends or family, living in a temporary shelter, hotel, motel or living as unsheltered) check the homelessness box that best describes your current situation.

<b>SECTION II: Sibling Information</b>	
Box 19. School Age Siblings	If you have other children that currently attend (or will be attending this school year) any San Diego Unified Schools in Grades K-12 enter their full name, grade, and school name. If you need to list additional names, use the Notes/Additional Information box in Section V.

### PART III: Contact Information

Box 20. Parent/Guardian Information	<p>Enter information for the parent/guardian to provide contact information to the school. This is the primary contact.</p> <ul style="list-style-type: none"><li>• <b>Contact full name:</b> Enter your full name.</li><li>• <b>Relationship:</b> Enter your relationship to the child (Mother, Father, Legal Guardian, Step Parent, Agency Representative, Brother or Sister, Brother/Sister-in-law, Cousin, Emancipated Minor, Father/Mother-in-law, Friend, Grandparent, Law Officer, etc.).</li><li>• <b>Lives with student?:</b> Circle Yes or No. If your address is different than the child's household address entered in Box 12, write it here.</li><li>• <b>Home, Work, Cell phones:</b> Enter your home, work and cell (optional) numbers. Include any extensions, if necessary.</li><li>• <b>E-Mail Address:</b> Enter your home e-mail address (optional). You will be asked about this by a school staff member.</li><li>• <b>Employer:</b> Enter the name of your employer or business.</li><li>• <b>Contact Primary Language:</b> Enter YOUR primary language.</li><li>• <b>Education Level:</b> Circle the highest level of education you completed in any school. Circle only one. NHS = Not a high school graduate HS = High school graduate SC = Some college/AA Degree C = College graduate G = Graduate school/post-graduate DEC = Decline to state/Prefer not to answer</li><li>• <b>Flags:</b> Circle all that apply. INT = You will need an interpreter to communicate with the school and your child's teachers PC = You would like to be able to view your child's attendance and grade information online using ParentConnection (if the school offers this service). AM = Active Military</li></ul>
Box 21. Other Parent/Guardian	<p>Enter information for another parent, step-parent, or guardian to provide contact information to the school. Complete the sections like Box 20.</p> <ul style="list-style-type: none"><li>• <b>Additional Flags:</b> These flags give the school information about access rights to student records for the listed parent/guardian. Circle all that apply. RC = This contact needs a copy of the child's report card. By default, the primary contact receives this. PR = This contact needs a copy of the child's progress report. By default, the primary contact receives this. INT, PC, and AM Please see Box 20.</li></ul>
Box 22. Emergency Contact	<p>Enter information for an emergency contact that can be reached by phone in case the parent/guardians cannot be reached. Provide the contact's full name, relationship to child, phone numbers, and primary language. NOTE: If you need to enter additional contacts, use the Notes/Additional Information box in Section V.</p> <ul style="list-style-type: none"><li>• <b>Additional Flags:</b> These flags give the school information about access rights to student records for the listed emergency contact. Circle all that apply. RC = This contact needs a copy of the child's report card. By default, the primary contact receives this. PR = This contact needs a copy of the child's progress report. By default, the primary contact receives this. OK = The school is authorized to release the child to the emergency contact. INT and PC Please see Box 20.</li></ul>

### SECTION IV: Questions for Parent/Guardian

Boxes 23-29.	Please complete Questions 23-29 by checking Yes or No for each question.
Signature and Date	You must sign and date this form.

### SECTION V: District Administrative Information—FOR OFFICE USE ONLY

Boxes 30-41	These are for OFFICE use ONLY (unless you use the Notes/Additional Information section to list additional information from Sections II or III).
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## RACE/ETHNIC DEFINITIONS FOR PK-12 ENROLLMENT CARD

On the **PK-12 Enrollment Card** for 2009-10, there is the addition of *Question #9* and a change to *Question #10*. Use the descriptions below to assist in completing the form.

<p><b>Question #9:</b> A “yes” or “no” response is required.</p> <p><b>Hispanic or Latino:</b> A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.</p>
<p><b>Question #10:</b> Select one or more race categories from the following options ~</p> <p><b>Race Definitions:</b></p>
<p><b>American Indian or Alaska Native:</b> A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.</p>
<p><b>Asian Indian:</b> A person having origins in any of the original peoples of India.</p>
<p><b>Black or African American:</b> A person having origins in any of the black racial groups of Africa.</p>
<p><b>Cambodian:</b> A person having origins in any of the original peoples of Cambodia.</p>
<p><b>Chinese:</b> A person having origins in any of the original peoples of one of the following countries: (Mainland) China, Taiwan, Hong Kong.</p>
<p><b>Filipino:</b> A person having origins in any of the original peoples of the Philippine Islands.</p>
<p><b>Guamanian:</b> A person having origins in any of the original peoples of Guam.</p>
<p><b>Hawaiian:</b> A person having origins in any of the original peoples of Hawaii.</p>
<p><b>Hmong:</b> A person having origins in any of the original peoples of Laos and are of the Hmong culture or origin.</p>
<p><b>Japanese:</b> A person having origins in any of the original peoples of Japan.</p>
<p><b>Korean:</b> A person having origins in any of the original peoples of Korea.</p>
<p><b>Laotian:</b> A person having origins in any of the original peoples of Laos.</p>
<p><b>Other Asian:</b> A person having origins in any of the original peoples of one of the following: Burma, Malaya, Thailand, Indonesia, Sri Lanka, Mien, Singapore, Bangladesh, Bhutan, Nepal, Pakistan, or any other Asian country not listed.</p>
<p><b>Other Pacific Islander:</b> A person having origins in any of the original peoples of the Pacific Islands other than Hawaii, Guam, Samoa (American Samoa or Western Samoa) or Tahiti. Includes islands such as Polynesia, Fiji Islands, Marshall Island, Melanesia, Palau, Tonga, Truk, or Yap.</p>
<p><b>Samoan:</b> A person having origins in any of the original peoples in Samoa (American Samoa or Western Samoa).</p>
<p><b>Tahitian:</b> A person having origins in any of the original peoples of Tahiti.</p>
<p><b>Vietnamese:</b> A person having origins in any of the original peoples of Vietnam.</p>
<p><b>White:</b> A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.</p>