

# Torrance Unified School District

Enrollment and Student Services

## Helpful Tips - Photographing your Documents

Dear Parent/Guardian,

We understand that sometimes submitting documents online can pose unique difficulties for those who do not do so on a regular basis, so we have compiled some helpful tips below regarding the submission of online documents.

We ask to allow viewing/accessibility through our computer systems that documents are sent in PDF format.

### SCANNING DOCUMENTS WITH YOUR PHONE:

Documents should be in PDF format, here are some options on how to save a PDF on your phone if you do not have access to a scanner:

1. How to Scan Documents and Make PDFs with iPhone or iPad: <https://www.youtube.com/watch?v=yEQRKnu4yLo>
2. Save a picture as PDF with Drive: <https://www.androidpolice.com/2019/07/06/create-convert-pdf-phone-camera-android-free/>
3. Take a picture of the document. : \*Make sure you get the whole page on the picture, it is NOT blurry or too far away and use the crop feature to trim the sides to the edge of the document and hit save.
  - Press on the three dots on the upper right hand corner and hit print. It will ask you to select printer, click the drop down and select "Save as PDF" The Download window will open and you can name your item.
  - This will usually save to your documents or downloads. Repeat for the next document.

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### PHOTOGRAPHING IMMUNIZATION RECORDS

- **YELLOW CARDS:** We ask that California yellow "immunization cards" be submitted in two images; one of the full length of the front side and one of the full length of the back side.
- **ELECTRONIC RECORDS:** IF your doctor or student's last school has provided you with a copy of an electronic record we ask that you submit visible images of each page. Most records are numbered - please make sure all pages that were printed/provided are included in your photos.
- **HANDWRITTEN RECORDS:** If your physician has provided any immunization records that are handwritten (such as dates, names of vaccines, etc., completed by hand) we ask for visible images of each page. Please be advised with handwriting that we may ask you to resubmit photos if the writing is not legible, or to have a physician transcribe and verify the records. [The Torrance Health Center](#) offers services to translate and transcribe vaccine records.
- **TRANSLATIONS:** If your student's immunization record require translation in to English, [The Torrance Health Center](#) offers services to translate and transcribe vaccine records.

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### PHOTOGRAPHING PROOFS OF RESIDENCE

- Most utility websites allow for the download of PDF statements. You can download your billing statement to save on your computer and attach that document to the email.
- If photographing a paper billing statement/proof of residence, make sure to take a picture of the entire document, from top to bottom.

*Please remember to email all documents together in one email to ensure that all your documents stay together!*

If the parent/guardian is unable to provide any of the above mentioned proofs of residence or if you have any questions please reply to this email or contact our office:

**(310) 972-6280**

# Torrance Unified School District Enrollment Requirements

Dear Parent/Guardian:

The following documents are required at the time of enrollment. If anything is missing we will not be able to proceed with your child's enrollment until you return with all required documents. Please be advised only the Parent (biological or adoptive) or Guardian (must have legal documentation of guardianship) will be allowed to enroll the student.

**1) Proof of Age (original required)**

- Birth Certificate or Passport

**2) State Immunization Records (original required)**

- Records must be up-to-date with child's name and date of birth.
- Each immunization must have a date and signature and/or stamp of the health care provider.

**3) Proof of Residency – Parent/Guardian must be the primary account holder on utility bills**

- 2 proofs required (dated within the past 60 days)
- Mailing & Service address must match
- If the parent/guardian is unable to provide any of the following, additional documentation will be required. Please contact the Enrollment Center for further information.

<ul style="list-style-type: none"><li>• Electric Bill</li><li>• Gas Bill</li><li>• Water Bill</li><li>• Trash Bill</li><li>• Cable/Satellite Bill</li></ul>	<ul style="list-style-type: none"><li>• Internet Bill</li><li>• Mortgage Statement</li><li>• Property Tax Bill</li><li>• Lease/Rental Agreement</li><li>• Home Telephone Bill(landline only)</li></ul>
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**Cell phone bills, bills with disconnect notices, screenshots/profiles, or bills showing c/o or % next to the parent's name are NOT accepted**

WE DO NOT FAX OR PHONE PREVIOUS SCHOOLS, LANDLORDS, OR UTILITY COMPANIES REQUESTING DOCUMENTS. Parents/guardians are responsible for providing ALL required documentation.

**4) Parent/Guardian Photo ID (original required)**

**5) Enrollment Form – completed and signed**

**6) Health History Form – completed and signed**

**7) Student Residency Questionnaire/Affidavit – completed and signed**

~~~~~ If Applicable ~~~~~

**8) IEP – please bring this with you to Enrollment**

**9) 504 – please bring this with you to Enrollment**

**All documents must be translated into English in order to process enrollment.  
Please ask for assistance at the Enrollment Center.**

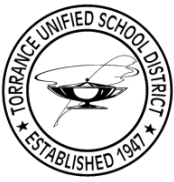
**HOURS OF SERVICE**

**Enrollment Processing: Monday – Friday 8:00am – 3:00pm**

- Enrollment processing hours are subject to change

Questions and Forms: Monday – Friday 8:00am – 4:00pm Saturday/Sunday: CLOSED

2336 Plaza Del Amo ~ Torrance, CA 90501 ~ (310) 972-6280 ~ www.fwec.tusd.org



# Torrance Unified School District

Enrollment and Student Services

## Residence Verification

Dear Parent/Guardian,

The Torrance Unified School District may only enroll students whose parent or legal guardian resides within school district boundaries (Education Code 48200). Residence verification is a parent responsibility and falsification of information will be grounds for immediate cancellation of enrollment. There can be only one residence (Government Code Sec. 244).

**Two of the following documents, with the parent/guardian's name and home address, must be presented. Statements must show matching Service Name and Service Address on the top and bottom portion of the bill and must be dated within the last 60 days. If you are enrolled in paperless billing we will accept a printout of your bill/statement (PDF), not a screen shot of your account. If you need assistance with this please make sure to have you login and password handy when you arrive.**

**Cell Phone Bills, Disconnect Notices, Screenshots/Profiles of the Account, or Bills Showing "C/O or %" by the Parent's Name are NOT acceptable.**

- **Utility Bill - the top portion of the bill must be submitted; stubs/bottom portion of bills will not be accepted. Bills must display the service address and the parent must be the primary account holder:**
  - Trash
  - Internet
  - Cable/Satellite
  - Home Phone (land-line only)
  - Gas (if this is a new address, they can provide a "Letter of Service")
  - Electric (if this is a new address, they can provide a "Letter of Service")
  - Water (if this is a new address, Torrance Municipal Water can provide a "Letter of Service")
- **Mortgage Statement - the property and mailing address must match**
- **Property Tax Statement - must be for the current year and the property and mailing address must match**
- **Lease/Rental Agreement (complete agreement with signatures of all parties; does not need to be within 60 days)**
- **Government Correspondence - dated within the last 60 days**
- **Car Registration - must be for the current year**
- **Pay Stub - dated within the last 60 days**
- **Voter Registration - dated within the last 60 days**

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If you reside within TUSD boundaries but can not provide the documentation above, in your name, the person named on the utility bills needs to visit the Enrollment Center and sign an Affidavit of Residency (AOR) prior to enrollment. **Both, the account holder and parent/legal guardian, need to submit documentation with the home address, to our office, dated within the last 60 days.** Please be advised, AOR's are renewed annually and the school site may conduct a home check to verify student residency.

- **Person named on bills (account holder)**
  - Identification
  - 2 Original Utility Bills
- **Parent/Legal Guardian**
  - Bank Account Statement
  - Pre-Printed Checks
  - Car Insurance Billing Statement
  - Any Correspondence from a Government Agency or Department

If the parent/guardian is unable to provide any of the above mentioned proofs of residence or if you have any questions please contact our office:  
**In person:** 2336 Plaza del Amo, Torrance, CA 90509 **By phone:** (310) 972-6280 **By Email:** enrollment@tusd.org

Parents/Guardians are required to report a change of address to the school administration immediately. Proof of this change must be submitted to our office within 30 calendar days. Failure to do so may be cause for forfeiture of the right to continuing enrollment at the attending school. If false or inaccurate residence information is discovered, the student will be transferred to the district or school of residence.

# PARENTS' GUIDE TO IMMUNIZATIONS REQUIRED FOR SCHOOL ENTRY



Starting July 1, 2019

## Students Admitted at TK/K-12 Need:

- **Diphtheria, Tetanus, and Pertussis (DTaP, DTP, Tdap, or Td) — 5 doses**  
(4 doses OK if one was given on or after 4th birthday.  
3 doses OK if one was given on or after 7th birthday.)  
For 7th-12th graders, at least 1 dose of pertussis-containing vaccine is required on or after 7th birthday.
- **Polio (OPV or IPV) — 4 doses**  
(3 doses OK if one was given on or after 4th birthday)
- **Hepatitis B — 3 doses**  
(Not required for 7th grade entry)
- **Measles, Mumps, and Rubella (MMR) — 2 doses**  
(Both given on or after 1st birthday)
- **Varicella (Chickenpox) — 2 doses**

These immunization requirements apply to new admissions and transfers for all grades, including transitional kindergarten.

## Students Starting 7th Grade Need:

- **Tetanus, Diphtheria, Pertussis (Tdap) — 1 dose**  
(Whooping cough booster usually given at 11 years and up)
- **Varicella (Chickenpox) — 2 doses**  
(Usually given at ages 12 months and 4-6 years)

In addition, the TK/K-12 immunization requirements apply to 7th graders who:

- previously had a valid personal beliefs exemption filed before 2016 upon entry between TK/Kindergarten and 6th grade
- are new admissions

## Records:

California schools are required to check immunization records for all new student admissions at TK/Kindergarten through 12th grade and all students advancing to 7th grade before entry. Parents must show their child's Immunization Record as proof of immunization.