

**Torrance Unified School District
Family Welcome Enrollment Center
Enrollment Requirements**

Dear Parent(s)/Guardian(s):

All enrollments are completed at the Family Welcome Enrollment Center. Currently enrollment is being done through email. The following documents are required for enrollment. Please fill out all of the attached forms and submit them along with the following documents to enrollment@tusd.org

Torrance Unified School District is thrilled to be launching a Two-Way Dual Language Immersion Program for incoming kindergarten students for the 2021-2022 school year in Spanish at 2 TUSD Elementary Schools - Carr and Torrance Elementary Schools. Please Note: Priority enrollment in the Dual Immersion Program will be given to incoming students whose school of residence is one of these 2 schools. For more information visit our new webpage or if you are interested in applying for the program please fill out the online application.

Please be advised that parents/guardians are responsible for providing all documentation, if you do not have all required documents, student will not be enrolled. Only PARENT (biological or adoptive) or GUARDIAN (must have legal documentation of guardianship) will be allowed to enroll the student.

1) Proof of Age

- Birth Certificate or Passport

2) State Immunization Records

- 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 last 60 days)
- Mailing & Service address must match
- If parent/guardian is unable to provide any of the following, additional documentation will be required, please contact the Enrollment Center.
 - Electric bill
 - Gas bill
 - Trash/Water bill
 - Cable/Satellite/Internet bill
 - Mortgage Statement
 - Property Tax bill
 - Rental/Lease Agreement
 - Home Telephone (landline only)

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.

4) Parent/Guardian Photo ID

5) Enrollment Form – completed and signed

6) Health History Form – completed and signed

7) Student Residency Questionnaire/Affidavit – completed and signed

8) Enrollment Eligibility – completed and signed

9) School Records

- Most recent Report Card or Transcript if the student attended school prior to enrollment at TUSD

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

**10) IEP – please scan and attach a copy**

**11) 504 – please scan and attach a copy**

**12) Court /Custody order (most recent) – please scan and attach a copy**

All documents must be translated into English in order to process enrollment.

Please ask for assistance from the Enrollment Center.

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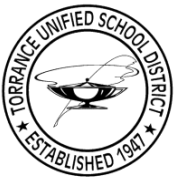
HOURS OF SERVICE

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

**Submit online enrollment documents and questions to
www.enrollment@tusd.org**



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.

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.

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

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:

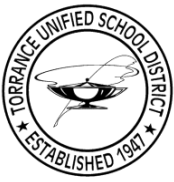
- **Tetanus, Diphtheria, Pertussis (Tdap) — 1 dose**
(Whooping cough booster usually given at 11 years and up)
- **Varicella (Chickenpox) — 2 doses**
(Usually given at ages 12 months and 4-6 years)

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.



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. If you have just moved in and have not received a bill yet you can request a "Letter of Residency" from the utility company.

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
 - Electric
 - Water
- **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 (must be mailed to you and dated within the last 60 days)**
- **Car Registration - must be valid**
- **Pay Stub - dated within the last 60 days**

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
 - Pay Stub
 - Utility Bill
 - Car Insurance Billing Statement
 - Any Correspondence that has been mailed to you from a Government Agency

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.

STUDENT ID:

Torrance Unified School District
ENROLLMENT FORM
2021 / 2022

OFFICE USE ONLY
SCHOOL: _____ LANG: [] YES [] NO FWEC: _____
ENROLLMENT DATE: _____

Welcome to the Torrance Unified School District. It is our desire to help your student in every possible way. We appreciate you giving us the following information completely and honestly, which will enable us to better assist your student.

PLEASE PRINT:

STUDENT'S LEGAL NAME: _____ LAST _____ FIRST _____ MIDDLE _____ SEX: F / M GRADE _____
DATE OF BIRTH _____ MM / DD / YYYY PLACE OF BIRTH: _____ CITY _____ STATE OR COUNTRY _____
RESIDENCE ADDRESS _____ APT# _____ CITY _____ ZIP CODE: _____
NO P.O. BOX ADDRESS _____

***** PARENT / GUARDIAN INFORMATION BELOW MUST BE COMPLETED! *****

PARENT/GUARDIAN - #1 [] FATHER [] MOTHER [] STEP-FATHER [] STEP-MOTHER [] LEGAL GUARDIAN [] FOSTER PARENT [] OTHER _____
[] MR [] MRS / MS FIRST NAME _____ LAST NAME _____ [] LIVES WITH STUDENT
RESIDENCE ADDRESS _____ EMAIL ADDRESS _____
PHONE# _____ HOME _____ WORK _____ CELL _____
PARENT/GUARDIAN - #2 [] FATHER [] MOTHER [] STEP-FATHER [] STEP-MOTHER [] LEGAL GUARDIAN [] FOSTER PARENT [] OTHER _____
[] MR [] MRS / MS FIRST NAME _____ LAST NAME _____ [] LIVES WITH STUDENT
RESIDENCE ADDRESS _____ EMAIL ADDRESS _____
PHONE# _____ HOME _____ WORK _____ CELL _____

WHAT IS YOUR CHILD'S ETHNICITY? (Please check ONE box)

- [] Hispanic or Latino (a person of Cuban, Mexican, Puerto Rican South or Central American, or other Spanish culture or origin, regardless of race)
[] Not Hispanic or Latino

WHAT IS YOUR CHILD'S RACE? (Please check up to five racial categories)

The above part of the question is about ethnicity, not race. No matter what you selected above, please continue to answer the following by marking one or more boxes to indicate what you consider your race to be.

- [] African American or Black (having origins in the black racial groups of Africa)
[] American Indian or Alaskan Native (having origins in any of the original people of North, Central, or South America and maintaining tribal affiliations)
[] Asian Indian
[] Cambodian
[] Chinese (including people of Chinese or Taiwanese origins)
[] Filipino
[] Guamanian
[] Hawaiian Native
[] Hispanic or Latino (a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race)
[] Hmong
[] Japanese
[] Korean
[] Laotian (including people of Hmong origin)
[] Samoan
[] Tahitian
[] Vietnamese
[] White, not of Hispanic Origin (European, Middle Eastern, North African origins)
[] Other Asian (having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent if not listed above)
[] Other Pacific Islander

PARENT EDUCATION LEVEL (Per Education Code sections 52052, 60630)

Please check the level that indicates the educational attainment of the student's most educated parent or guardian with whom the student resides (check one):

- [] Not a high school graduate
[] High school graduate (high school diploma by graduation or testing, or have completed or have received a comparable high school degree in another country)
[] Some college (completion of any courses within a two or four year academic program, including AA degree)
[] College graduate (B.A./B.S. or equivalent degree from foreign university)
[] Post-graduate training/Graduate School (attended graduate school with or without attaining a graduate degree)
[] Declined to state or unknown

Is this child in foster care, group home or has an open court case? (There may be services available for the student.) YES [] NO []
Is there a court / custody order in place? YES NO If YES, please provide the most recent copy.

DATE

PARENT OR GUARDIAN SIGNATURE

Please complete the following survey:

HOME LANGUAGE SURVEY The California Education Code contains legal requirements which direct schools to determine the language(s) spoken in the home of each student. This information is essential in order for the school to provide adequate instructional programs and services.

1. Which language did your son/daughter learn when he/she first began to talk? _____

2. What language does your son /daughter most frequently use at home? _____

3. What language do you use most frequently to speak to your son/daughter? _____

4. Name the language most often spoken by the adults at home: _____

EMERGENCY IMMIGRANT EDUCATION PROGRAM (EIEP) ELIGIBILITY

If born outside the U.S., give date first entered ANY U.S. school, K-12: MONTH _____ YEAR _____, this includes all 50 states, the Commonwealth of Puerto Rico, the District of Columbia, Guam, American Samoa, the Northern Mariana Islands, or the Trust Territory of the Pacific Islands. As part of the criteria for emergency immigrant, the child must not have been attending schools in any one or more states for more than three full academic years. Therefore, if a child was born in China, moved to Guam and was educated there for three years and then entered a Torrance school, he would not qualify for emergency immigrant funds.

PARENT CURRENTLY IN THE UNITED STATES MILITARY? YES NO
 (ACTIVE DUTY in the United States Air Force/Army/Coast Guard/Marine Corps/Navy or FULL-TIME National Guard Duty)

PLEASE GIVE THE FOLLOWING INFORMATION ABOUT "ALL" ADULTS LIVING IN THE HOME (INCLUDING PARENTS):

NAME	RELATIONSHIP TO STUDENT	WORK PHONE	NAME OF EMPLOYER	OCCUPATION

Has student ever been enrolled in Torrance schools before? YES NO If yes, which Torrance school? _____
 Date first attended _____ Date last attended _____

LIST ALL PREVIOUS K-12 SCHOOLS ATTENDED (MOST RECENT FIRST - USE ANOTHER PAPER IF NEEDED):

GRADES	SCHOOL	CITY	STATE	PUBLIC SCHOOL?	FROM (Month / Year)	TO (Month / Year)
				<input type="checkbox"/> YES <input type="checkbox"/> NO	/	/
				<input type="checkbox"/> YES <input type="checkbox"/> NO	/	/
				<input type="checkbox"/> YES <input type="checkbox"/> NO	/	/
				<input type="checkbox"/> YES <input type="checkbox"/> NO	/	/

OFFICE USE ONLY

Kinder **TK** _____ **Public school:** YES NO **State:** _____ **START Date:** ____ / ____

Does student have any of the following:

- Individual Education Plan (IEP) YES NO
 - » Is your student in the process of being assessed for Special Education eligibility? YES NO
 - » Has your student been determined to be eligible for Special Education? YES NO
- 504 Plan YES NO
- Gifted and Talented Education YES NO

NAMES OF ALL CHILDREN LIVING IN THE HOME	SEX	RELATIONSHIP	DATE OF BIRTH	SCHOOL ATTENDING

I hereby certify under penalty of perjury that the foregoing is true and correct and I understand the above information may be verified at any time by the Torrance Unified School District.

DATE

PARENT OR GUARDIAN SIGNATURE

Please list all medication taken at home:

Medication	Dosage	Frequency	Reason for taking medication

Medication to be taken at school:

NOTE: A TUSD Medication form is required for each medication. Family must provide the medication(s).

Medication	Dosage	Frequency	Reason for taking medication

All medication, including over-the-counter medications taken at school requires a physician's order and must be accompanied by a TUSD medication form. Forms are available in the school's health office.

Policies Regarding Medication at School

According to the California State Education Code 49432, definite procedures must be followed with regard to taking medications at school. During the regular school day, any pupil who is required to take medication prescribed by a physician must provide:

- 1 A written statement from the physician stating the method, amount and time in which medication is to be taken and relevant side effects.
- 2 A written statement from the parent or guardian of the pupil granting their permission that the physician's orders are carried out, and
- 3 The medication in the original pharmacy container; labeled by a California pharmacist giving the student name, doctor name, drug, dosage, route of administration and schedule.

All medication is to be kept in the health office, unless otherwise arranged with the District Nurse. A parent or guardian can bring a prescribed medication to the school office and give it to their student directly. A District Nurse or Health Assistant is not present at the school site at all times or on all days when the school is in session. Therefore, because non-medically trained District personnel may be providing emergency assistance, parents must assure that physicians provide complete, precise, legible directions and instructions. The District is not responsible for notifying parents before or after prescribed medication is depleted or the expiration occurs. Expired medications will not be administered. The completed medication form(s) expire at the end of the school year and will need to be renewed annually.

Disaster / Emergency Information

In the event of a natural or community disaster/emergency, students and staff may be required to remain on campus for several hours or several days. If your student requires medication/treatment, which, if he/she were unable to receive, may result in a life-threatening condition, it would be prudent to have the medication/equipment, medication forms and training in place. If you and your physician determine that it is necessary to have a three-day supply of medication/equipment stored at school, please contact the school Health Office.

Does your child have health insurance? Medi-Cal / Covered CA Private Company Not currently insured

If there is a new diagnosis/health condition or medication changes, it is important that you contact the Health Assistant or District Nurse to update the health information in your student's health record.

I have read and completed the Health History Information form. I understand that health information is confidential and is shared with staff on a need only basis. I will notify the health office at my school site of any changes in my child's health condition or change of medication. I give permission to have my child screened (vision, color vision, hearing, blood pressure, scoliosis, acanthosis nigricans, dental and height and/or weight) as necessary throughout the school year.



*** SCHOOLS - PLEASE NOTE ***

THESE FORMS MUST BE KEPT IN A CONFIDENTIAL FILE SEPARATE FROM STUDENT CUMULATIVE RECORDS

Student Housing Questionnaire

This form is intended to address the McKinney Vento Act 42.U.S.C.11435. The information you provide is confidential. Your child/children will not be discriminated against based upon the information provided. Please complete the following questions regarding the student's housing in order to help determine any services the student(s) may be eligible to receive.

By signing this form, I declare under penalty of the laws of the state of California that the foregoing is true and correct. In addition, I understand that the district reserves the right to verify any listed residency information.

Parent / Guardian or Unaccompanied Youth NAME Parent / Guardian or Unaccompanied Youth SIGNATURE DATE

Table with 3 columns: STUDENT #1 - LAST NAME, STUDENT #1 - FIRST NAME, STUDENT #1 - DATE OF BIRTH; STUDENT #2 - LAST NAME, STUDENT #2 - FIRST NAME, STUDENT #2 - DATE OF BIRTH; STUDENT #3 - LAST NAME, STUDENT #3 - FIRST NAME, STUDENT #3 - DATE OF BIRTH.

Check the ONE option that best describes your nighttime residence:

Table with 3 columns: CHECK:, NIGHTTIME RESIDENCE:, CODE:
- Temporarily Doubled Up - with another family or other person because of loss of housing or as a result of crisis economic hardship, temporarily with an individual or adult that is not parent / legal guardian, loss of job, eviction or natural disaster. 120
- Shelter - emergency or transitional shelter. 100
- Hotel / Motel - living in what is not an emergency / transitional shelter and involves payment due to lack of alternative adequate accommodations. 110
- Other Temporary Living Situation due to loss of housing, financial crisis - trailer park with no hook ups, campground, park, public places, abandoned building, street or any other inadequate living space. 130
- NONE OF THE ABOVE APPLY - We have permanent and adequate housing or am in relocation housing due to an employment move. Personal residence is owned / rented house or apartment suitable for living.

If you selected NONE OF THE ABOVE APPLY - you do not need to complete the rest of this form.

NIGHTTIME LOCATION: CITY: ZIP:
MAILING ADDRESS: CITY: ZIP:
PHONE: Student UNACCOMPANIED: YES NO Student RUNAWAY: YES NO

** If this form is filled out at the school site, please SCAN and EMAIL this form to FWEC to establish eligibility. Email: FWEC@tusd.org

OFFICE USE ONLY

STUDENT #1: ID#: SCH: GRADE: F: M: 190: TI: PR: E: SE: Y N L: Y N
STUDENT #2: ID#: SCH: GRADE: F: M: 190: TI: PR: E: SE: Y N L: Y N
STUDENT #3: ID#: SCH: GRADE: F: M: 190: TI: PR: E: SE: Y N L: Y N

20 ___ / ___ Eligible: Yes No Approved: ___ Coordinator BHC



Torrance Unified School District

2335 PLAZA DEL AMO
P. O. BOX 2954
TORRANCE, CALIFORNIA 90509-2954

TELEPHONE (310) 972-6500
www.tusd.org

BOARD OF EDUCATION
JEREMY GERSON
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ANIL MUHAMMED
JASMINE PARK

INTERIM SUPERINTENDENT
TIMOTHY H. STOWE, Ed. D.

ENROLLMENT ELIGIBILITY INFORMATION

The state of California requires us to ask newly enrolling students to the Torrance Unified School District the following information regarding enrollment eligibility.

I certify that _____, who is enrolling in grade _____

✓ Check one:

- Was not expelled from his/her previous district.
- Has a pending expulsion hearing with his/her previous district.

Date of Hearing: _____

- Was expelled from his/her previous district.

Date of Expulsion: _____

Readmission Date: _____

(Expulsion means removal from all schools of the district by Board of Education action.)

Date

Parent/Guardian Signature

Current Street Address

Apt #

City/State

Zip Code