

**Orinda Union School District
Orinda, California**

REGISTRATION INSTRUCTIONS

The school registration process involves a number of steps and requires that various documents be presented. *Steps 1 through 7 in the process must be completed before a student is considered “fully registered”.*

Registration Steps:

1. **AGE VERIFICATION:** One of the following ORIGINAL document is required to verify age:

- Certified Birth Certificate
- Current Passport: original document
- Immigration Certificate
- Certified Baptismal Certificate

2. **VERIFICATION OF RESIDENCY** in the Orinda Union School District:

State law requires that public schools verify student residence. Board Policy number 5111 of the Orinda Union School District and Education Code 48204.6 provide that evidence of residency be submitted for each student desiring to attend schools within the district.

As evidence of residency within the Orinda Union School District at a minimum, **THREE documents will be required.** Please note: additional residence verification documents may be requested on an as needed basis.

- Grant Deed to property of residence with imprinted parent/guardian name and address
- Renter/Lease Agreement with name and address of the parent/guardian
- State or Federal Tax return with current imprinted label with parent/guardian name and address filed within the past 12 months with W-2 form attached
- Current Bank Statement with imprinted name and address of parent/guardian
- Utility service statement with imprinted name and address of parent/guardian
- Original P.G. & E. bill from within the last 30 days with imprinted name and address of parent/guardian
- Current property tax bill with imprinted parent/guardian name and address
- California Driver’s License with parent/guardian name and address
- Major Credit Card account statement with imprinted name and address of parent/guardian from within the last 30 days
- Voter registration with imprinted name and address of parent/guardian
- Payroll check stub with imprinted name and address of parent/guardian
- Correspondence from a government agency with imprinted name and address of parent/guardian

The district has no desire to see personal information such as earnings and amount of taxes paid; it is preferred that such information be blacked out. Documentation is only required for the verification of residence.

A post office box will not be accepted as an address for proof of residency or on the student emergency information form.

NOTE: The district reserves the right to request any additional proofs of residency as necessary. In addition, unannounced home visitations by a district residency verification officer may be conducted on an on-going basis during the student’s attendance in OUSD schools. If the Superintendent or designee, upon investigation, has determined that a student’s enrollment is based on false evidence, he/she shall revoke the student’s enrollment. The District may request verification of residency at any time.

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3. **VERIFICATION OF REQUIRED IMMUNIZATIONS/Completion of CA School Immunization Record:**
Upon entrance to the district, every student must have an up-to-date immunization record supported by written documentation from a physician. Children lacking one or more required vaccine doses but not currently due for a dose may be admitted conditionally. Documentation that remaining doses have been received will be required. **If all conditions are NOT met, then students will be excluded from school attendance.**

Vaccine	4-6 Years Old Elementary School at Transitional- Kindergarten/Kindergarten & Above	7-17 Years Old Elementary or Secondary School	7 th Grade
Polio (OPV or IPV)	4 doses (3 doses OK if one was given on or after 4 th birthday)	4 doses (3 doses OK if one was given on or after 2 nd birthday)	
Diphtheria, Tetanus, and Pertussis (DTap, DTP, DT, or Tdap)	5 doses (4 doses OK if one was given on or after 4 th birthday)	3 doses (4 doses required if last dose was before 2 nd birthday. At least one dose must be Tdap or DTaP/DTP given on or after 7 th birthday for all 7 th -12 graders)	1 dose of Tdap (Or DTP/DTap given on or after the 7 th birthday)
Measles, Mumps, and Rubella (MMR or MMR-V)	2 doses (Both given on or after 1 st birthday. Only one dose of mumps and rubella vaccines are required if given separately)	1 dose (Dose given on or after 1 st birthday. Mups vaccine is not require if given separately)	2 doses of MMR or any measles-containing vaccine (Both dosed given on or after 1 st birthday)
Hepatitis B (HepB or HBV)	3 doses		
Varicella (chickenpox, VAR, MMR-V or VZN)	1 dose	1 dose for ages 7-12 years 2 doses for ages 13-17 years	

4. **REGISTRATION INFORMATION FORM:** Complete all sections of the form
5. **HOME LANGUAGE SURVEY FORM:** Complete all sections of the form
6. **CURRENT HEALTH INFORMATION:** Complete all sections of the form.
7. **ETHNICITY AND RACE DATA FORM:** Complete all sections of the form.

Submit Later as Indicated:

- A. **Report of Health Examination for School Entry:** Provide signed form from doctor.
(Required for entry into 1st grade but encouraged for kindergarten; can be completed up to 18 months prior to start of 1st grade; must be the official Department of Health form)
- B. **Oral Health Assessment or Waiver:** Provide signed form from dentist or waiver form.
(Required by May 31st of first year in public school-either Kindergarten or 1st grade.)

Steps 1 through 7 must be completed and required documentation provided before a student can be considered “fully registered”. Upon completion, the school will provide the parent/guardian with a copy of the Official Registration Completion Checklist.