Welcome to the Santa Clara High School...
Student Enrollment Process

If you intend to enroll a student for the current school year, we will need the following:

1. **Up-to-date Immunization Record.** Record must show a recent negative tuberculin skin test within the past 6 months (if coming from a school outside of Santa Clara County); or if previously positive, proof of a negative chest x-ray and treatment. In addition, the record should have DtaP; MMR, Hepatitis B and Varicella (if entering a California school prior to July 1, 2001).

2. **Proof of Residency*.** Enrollment in the Santa Clara Unified School District is based on your address. You can call us as soon as you have a place to live, and we will let you know if Santa Clara High School is the school your son/daughter will be attending. You will need to provide us a copy of one of the following, which must have your name and address printed on it:
   a. **Current rental agreement,** or
   b. **Current PG & E or water/garbage bill**

*If you rent a room in a house or apartment, we require 2 forms of residency:

- One from the landlord or primary resident with their name and address printed on it (current PG & E, or water/garbage bill or rental agreement).

- One from you – DMV (Department of Motor Vehicles), or medical bill or credit card.

3. **Birth Certificate.**

4. **Transcripts, check out grades and other important school related information.**
   a. Your child must be checked out of his/her previous school.
   b. You must provide documentation if your child was receiving special help in any classes such as Special Education (IEP), or English as a Second Language (CELDT).

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After you have submitted the above information and have gone through the enrollment process with the Registrar:

You and your child will meet briefly with the school counselor (about 20 minutes) to schedule classes (your child may be asked to take a language assessment before being assigned a schedule).

More Details!

- ✓ You may pick up an Enrollment Packet from the Registrar's office (in the Administration Building) between the hours of **7:45 AM and 3:30 PM.** At that time, as the Registrar's schedule permits, she may start the enrollment process. However, you may be asked to make an appointment for a later time that day or the next. Enrollment packets cannot be mailed or faxed.

- ✓ We will request permanent records directly from your son's/daughter's previous school. However, you can help us if you bring your son's/daughter's most current transcript and/or check-out grades and results from any standardized tests that have been administered. Bringing test results isn't required but will help us determine the right classes for your student.

If you have additional questions, you may call the Registrar between 7:30 am and 3:30 pm or email her at vrios@scusd.net

Virginia Rios, Registrar (408) 423-2646