



Welcome to our school!

General Enrollment for School Year 2020-2021

Polytechnic High School
 12431 Roscoe Blvd., Sun Valley, CA 91352
enrollment@polyhigh.org, (818) 743-9144

Follow the steps below to begin enrollment. If you are missing any documents or would like assistance, please contact Erica Toribio at enrollment@polyhigh.org or (818) 743-9144

STEP 1: MARK AND COMPLETE THE STEPS IN THE CHECKBOXES BELOW:

****REQUEST ACCESS TO SCHOLOGY GROUP ACCESS CODE M3NZ-RGP6-ZX6MG** UPDATES AND SECURE UPLOAD CAPABILITY**

- Ensure you have a Parent Portal Account set up, ensure it is linked to your child/children (If not please contact Yesenia.pleitez@polyhigh.org for help)
- Fill out [LAUSD Enrollment Form](#) (4 pages)
- Fill out [LAUSD Student Emergency Information Form](#)
- Fill out [LAUSD Student Housing Questionnaire](#)
- ***If Applicable*** [LAUSD Student Permit Application](#)
- Submission Options: you can email to enrollment@polyhigh.org, or submit through your Parent Portal/Schoology Account**, or schedule an in person Enrollment Application

STEP 2: YOU WILL RECEIVE AN EMAIL CONFIRMATION. IF YOU HAVE TO SUBMIT ADDITIONAL FORMS, YOU CAN SUBMIT FORMS VIA SCHOLOGY GROUP** OR SCHEDULE AN ENROLLMENT APPOINTMENT AND BRING THEM WITH YOU.

<input type="checkbox"/> Proof of Residence	<ul style="list-style-type: none"> • Utility service contract, bills or payment receipts (Gas, Water, or Electricity) • Property taxes, rental or lease agreement, current rental receipt with address of property on receipt • Official government mail (CalWORKS, Social Security, Medi-Cal) • Current pay stub • Voter registration
<input type="checkbox"/> Proof of Age of Minor	<ul style="list-style-type: none"> • Birth certificate • Baptismal certificate • Passport • Court order • Health office/vital statistics record of birth certificate date • Department of Public Social Services (DPSS) letter verifying birthdate and an explanation of how this was verified
<input type="checkbox"/> Parent/Guardian/ Educational Rights Holder/ Caregiver ("parent") Identification	<ul style="list-style-type: none"> • Student's birth certificate or baptismal certificate or Court order establishing the parent guardian relationship <u>AND</u> • Adult's government-issued photo identification (Driver's license or DMV identification card)
<input type="checkbox"/> Proof of Immunization	The Parents' Guide to Immunizations Required for School Entry is enclosed for your reference.

IF AVAILABLE/APPLICABLE PLEASE ALSO PROVIDE COPIES OF:

- Transcripts or recent grade reports
- Copy of most recent Individual Educational Plan (IEP)* or Section 504 Plan
- Department of Children and Family Services (DCFS) 1399 Form or minute order
- Court Orders regarding: custody (legal or physical), educational rights, restricted contact with the student

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.