

# ENROLLMENT CHECKLIST FOR BERKELEY RESIDENTS

## STEP ONE: Gather required documents

### FOR STUDENT

- Birth Certificate
- Current Year Report Card if the student is currently attending TK to 5th grade  
or  
Unofficial Transcript if attending 6th to 12th grade

### FOR PARENT/ LEGAL GUARDIAN

- Valid governmental issued Identification.  
(i.e CA ID or DL)

*Legal guardians please provide guardianship documentation*

### PROOFS OF RESIDENCY

Documents must be dated within the last 2 months and be imprinted with the parent or legal guardian name and current Berkeley address.

Please note we do not accept any Business accounts or DBA

- Voter registration for the most recent or upcoming election
- Checking/Savings bank statement
- Credit card statement
- Action letter from Social Services or Government Agency (cannot be property)
- Entire utility bill, contract or receipt (PG&E, Landline phone, EBMUD, Internet or Cable)
- Paycheck stub or letter from employer on official company letterhead confirming employment and address on file
- Valid automobile registration
- Valid automobile insurance
- Rental contract/lease with payment receipt
- Current Renters or Homeowners insurance policy
- Current property taxes
- Property deed dated within the year

**NEED TWO  
FROM  
THIS LIST**

## STEP TWO:

Complete online enrollment form  
and  
Upload required documents