

## Enrollment Checklist

**Read the following carefully:**

Incomplete forms are not accepted. Please make sure ALL items are checked off of your list.

Forms must be submitted in person. We will not accept forms via mail, fax or email

We do not request records from third parties, you must submit all required documents

- € **Parent Preference Form** (obtained from our office or printed on **legal** size paper)
- € **Student's original birth certificate**
- € **Student's original report card (K-5) or transcript (6-12) for current school year**
- € **Parent's original, valid governmental picture identification card** (i.e. CA ID, or CA DL)
- € **Declaration of residency** (must be residing in Berkeley when submitting enrollment documents)
- € **Proofs of Berkeley residency** (must submit **three proofs, one from each of the groups** listed below)  
All Proofs must be current originals (issued within the last 2 months) imprinted with the name and current Berkeley residential address of the parent/legal guardian. A student can have only one residency for purposes of establishing residency.

Only personal accounts will be accepted (No care of, DBA or Business accounts).

**Group A: Utility bill: (must provide entire bill)**

- PG&E
- Landline phone (non-cellular)
- EBMUD
- Internet
- Cable

**Group B: Must provide all pages**

- Current bank statement (checking or savings only)
- Action letter from Social Services or government agency (cannot be property or business)
- Recent paycheck stub or letter from employer on **official** company letterhead confirming residency address
- Valid automobile registration in combination with valid automobile insurance
- Voter registration for the most recent past election or the most recent upcoming election

**Group C: Must provide all pages**

- Rental property contract or lease, **with** payment receipt (dated within 45 days)
- Renter's insurance or homeowner's insurance policy for the current year
- Current property tax statement or property deed