

## Enrollment Checklist

**Read the following carefully:**

*Please make sure ALL items on the checklist are included in one email to [admissions@berkeley.net](mailto:admissions@berkeley.net)*

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

*Emails with documents missing or documents sent through multiple emails will not be accepted*

- Preference and Declaration of Residency Form** (Available online only. Once completed a PDF version will be emailed to you.)
- Student's birth certificate**
- Student's report card (K-5) or transcript (6-12) for current school year**
- Parent/Legal Guardian original, valid governmental picture identification card** (i.e. CA ID or DL)
- 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 residence for purposes of establishing residency and must be living in Berkeley when submitting forms.

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

### **Group A: Must provide all pages**

- \_\_\_ Rental property contract or lease, **and proof of** payment dated within 45 days
- \_\_\_ Renter or homeowner insurance policy for the current year (no bill, declarations or policy page only)
- \_\_\_ Current property tax statement
- \_\_\_ Property deed dated within the last 12 months

### **Group B: Utility bill: (must provide entire bill)**

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

### **Group C: Must provide all pages, cannot be bill**

- \_\_\_ Current bank statement (checking or savings only)
- \_\_\_ Action letter from Alameda County Social Services Department
- \_\_\_ Recent paycheck stub or letter from employer on **official** company letterhead
- \_\_\_ Both valid automobile registration **and** valid automobile insurance
- \_\_\_ Voter notification or ballot for the most recent past or upcoming election

If you have any questions or concerns please contact us at [admissions@berkeley.net](mailto:admissions@berkeley.net) prior to submitting your documents.

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