

Enrollment Checklist

Please make sure ALL items on the checklist are included in one email to admissions@berkeley.net
We do not request records from third parties, you must submit all required documents

- Enrollment Form** (Available online at berkeleyschools.net. Once you complete the online form a PDF version will be emailed to you in order to submit to us.)
- Student's birth certificate**
- Current report card for students currently attending grades K-8 or a transcript if attending 9-12**
- Parent/Legal Guardians 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 (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 or declarations page for the current year (no bills)
- ___ Current property tax statement
- ___ Property deed dated within the last 12 months

Group B: Utility bill: (must provide all pages of the bill)

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

Group C: Must provide all pages, cannot be a bill

- ___ Current bank statement (checking or savings only)
- ___ Action letter from Alameda County Social Services Department
- ___ Recent paycheck stub or letter from employer on Company letterhead confirming address on file
- ___ Both valid automobile registration **and** valid automobile insurance policy or declarations page
- ___ 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 prior to submitting your documents.

Revised 1/31/2022