

# Clovis North Educational Center

## New Student Registration

Who is considered a new student?

- Any student NEW to CNEC/CUSD that does not currently attend a Clovis North area feeder school (elementary), Granite Ridge or CNHS
- Any student that is transferring to CNEC from any other secondary school that is WITHIN or OUTSIDE of Clovis Unified School District.

How do I transfer to CNEC?

- All transfers must be initiated through your home school (inside CUSD) or district of residence (FUSD, Sanger, Madera, etc.)
- Out of District Transfers are a two part process: If APPROVED, it will be submitted to CUSD Student Services by your resident district for CUSD approval (note requested school is not guaranteed)
- Once APPROVAL is received (if approved) you need to present original to the approved school site for enrollment

What do I need to register my student?

- Student's original birth certificate
- **Proof of residence (One of the following) MUST be dated within the past 30 days:**
  1. Recent PG & E Bill
  2. Recent Water, Sewage and Garbage Bill
  3. Current Rental Agreement
  4. Recent Property Tax payment receipt
  5. Recent Pay Check Stub
  6. Escrow Papers that indicate that the closing date is within 45 days
  7. Voter Registration Card
  8. A certified copy of the Voter Registration Application Form
- **Immunization records (Must have TDAP & 2 Varicella immunizations)**
- **Withdrawal slip w/current grades (if registering during school year), unofficial transcript from previous school (MUST have for high school registration)**
- **Recent Progress Report/Report Card**
- **APPROVED transfer letter – if applicable**
- **Any court documents regarding student and custody issues**
- **Biological parent or legal guardian must be present at the time of registration with student (legal guardian must present court order)**

Contact Cyndi Massa (Registrar) with any other questions at 327-5013 or by email at [CyndiMassa@cusd.com](mailto:CyndiMassa@cusd.com)