

Clovis North Educational Center

New Student Registration

2020-2021

ENROLLMENT STEPS:

1. Once all documents below are received, the student will be entered into the CUSD/CNEC system.
2. Paperwork will then be routed to our counseling department.
3. You will be contacted to schedule a meeting with your academic counselor and take any placement test(s) necessary.

***NOTE: Please do NOT contact the counseling dept. You will receive a call from the counseling dept within 3-5 business days to schedule your appt with the counselor & placement tests, if applicable.**

NOTE: Biological parent or legal guardian MUST be present at the time of registration with student (legal guardian must present court documents)

What do I need to register my student? **NOTE: we cannot enroll your student without all documentation**

- ☐ Enrollment package including Home Lang Survey and records request
- ☐ Class registration form with electives. AP contract, AVID form, Leadership/Peer recommendation forms, if applicable
- ☐ Student's original birth certificate
- ☐ Proof of residence (**ONE of the following MUST be dated within the PAST 30 DAYS or as noted:**
 - ☐ 1. Utility service contract, statement or payment receipt (PGE or city water/garbage)
 - ☐ 2. Rental property contract, lease or payment receipt
 - ☐ 3. Pay stub
 - ☐ 4. Property tax payment receipt (less than 6 months old (
 - ☐ 5. Voter registration
 - ☐ 6. Correspondence from a government agency
 - ☐ 7. Declaration of residency executed by the parent or legal guardian of a pupil along with proof of residency
 - ☐ 8. Escrow Closing papers for pre-owned homes (less than 45 days until closing)
 - ☐ 9. Closing papers for new home (less than 3 months old. Not prior to closing date)**NOTE: Purchase agreements are not valid proof of residency to enroll students, however it can be used for transfer purposes.**
- ☐ Immunization records if not current active in CUSD (Must have TDAP & 2 Varicella immunizations and TB test/risk assessment if coming from outside of CUSD)
- ☐ Transcripts (10th – 12th) and most recent report card (Incoming 9th grade) (Unofficial is fine. We will request official records once enrolled)
- ☐ APPROVED transfer letter – if applicable
- ☐ Any court documents regarding student (custody or protective orders, etc)

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