Clovis North Educational Center
CURRENT CUSD
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 by the counselor of record with the student's schedule and program

***NOTE: Please do NOT contact the counseling dept. You will receive a call from the counseling dept within 24 hours with your schedule/program info.**

NOTE: Biological parent or legal guardian MUST complete all registration material (legal guardian must present court documents)

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

- ☐ **Enrollment Packet (Pupil registration, records request)**
- ☐ **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.

- ☐ **Withdrawal slip showing current 1st semester grades**
- ☐ **Transcripts (Unofficial. We'll request officials upon enrollment).**
- ☐ **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