



Enrollment for all English Learner students is handled at the MOC Center:

**5601 47th Avenue
Sacramento, CA 95824
(Rooms 6 – 10)**

Hours of Service

Monday – Thursday: 8:00 a.m. - 3:30 p.m.

Fridays: 8:00 a.m. – 11:15 a.m.

For additional information call:

643-2374 or 643-2162

Registration Requirements:

For the safety and security of all children, ONLY biological parents or legal guardians may enroll a child into our district. The person who enrolls the child will be required to present the following:

1. A VALID Photo Identification for parent/guardian

- **Current Driver's License or state-issued identification card**
- **Passport/Visa**

2. Proof of address - ONE of the following with the correct name of parent/guardian:

- **CURRENT Utility bill (SMUD, PG&E, or WATER), OR**
- **CURRENT Mortgage/Property tax bill, OR**
- **CURRENT Rental/Lease agreement**

If no proof of address in your name, you must complete a ***Declaration of Residency (DOR)*** which will be provided to you. You will also have to bring:

- A copy of the photo I.D. of the person who's name is on the bill.
- A copy or original of the address verification document

3. Up-to-date immunization record (7th – 12th Grades require T-Dap Booster shot)

4. Proof of Age - Birth Certificate, Passport/Visa, I-94 document

5. CURRENT withdrawal grades and transcript (for grades 9-12 only)

6. Individual Education Plan (IEP) documents for children receiving Special Education services

7. Guardianship/Custody papers (if applicable)