

Torrance Unified School District Enrollment Requirements

Dear Parent(s)/Guardian(s):

The following documents are required at time of enrollment. Please be advised that if you do not have all the required documents, your student will not be enrolled.

1) Proof of Age

- Birth Certificate or Passport (Original required)

2) State Immunization Records (original required)

- Records must be up-to-date with child's name and date of birth.
- Each immunization must have a date and signature and/or stamp of the health care provider.

3) Proof of Residency – Must be in the Parent/Guardian Name

- 2 proofs required (dated within the past 60 days)
- Mailing & Service address must match

A home check may be conducted to verify student residency.

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|------------------------|--|
| • Electric Bill | • Internet Bill |
| • Gas Bill | • Mortgage Statement |
| • Water Bill | • Property Tax Bill |
| • Trash Bill | • Lease/Rental Agreement (complete w/signatures) |
| • Cable/Satellite Bill | • Home Telephone Bill (landline only) |

Cell phone bills, bills with disconnect notices, screenshots/profiles, or bills showing c/o or % next to the parent's name are NOT accepted

WE DO NOT FAX OR PHONE PREVIOUS SCHOOLS, LANDLORDS, OR UTILITY COMPANIES REQUESTING DOCUMENTS. Parents/guardians are responsible for providing ALL required documentation.

4) Parent/Guardian Photo ID (original required)

5) Enrollment Form – completed and signed

6) Health History Form – completed and signed

7) Student Residency Questionnaire/Affidavit – completed and signed

8) Enrollment Eligibility – completed and signed

9) School Records

- Most recent Report Card or Transcript if the student attended school prior to enrollment at TUSD

~~~~~ If Applicable ~~~~~

## **10) IEP – please bring this with you to Enrollment**

## **11) 504 – please bring this with you to Enrollment**

**All documents must be translated into English in order to process enrollment.  
Please ask for assistance at the Enrollment Center.**

### **HOURS OF SERVICE**

**Enrollment Processing: Monday – Friday 8:00am – 3:00pm**

- Enrollment processing hours are subject to change

Questions and Forms: Monday – Friday 8:00am – 4:00pm Saturday/Sunday: CLOSED  
2336 Plaza Del Amo ~ Torrance, CA 90509 ~ (310) 972-6280 ~ fwec.tusd.org