

ROOSEVELT ELEMENTARY SCHOOL
STEPS FOR ENROLLMENT – 2020-2021 SCHOOL YEAR
GRADES TK THROUGH 5TH

STEP 1: VERIFY YOUR CHILD'S ELIGIBILITY TO ATTEND ROOSEVELT.

(SEE ATTACHED BIRTHDATE GUIDELINES)

GATHER YOUR PROOF OF RESIDENCY. (SEE REQUIREMENTS BELOW)

| | |
|---|---|
| <p>Property Owner</p> <ul style="list-style-type: none"> • Valid California Driver's License/Identification with an address within the Roosevelt attendance boundaries, or a Government issued passport AND • Mortgage statement Or - Property tax payment receipt AND • One (1) utility service contract, statement or payment receipt* AND <p>Two (2) of the following:</p> <ul style="list-style-type: none"> • Additional utility service contract, statement or payment receipt • Pay check stub (with home address on it) • Voter registration • Correspondence from a government agency • Homeowners/Renters/Auto/Medical Insurance, Bank/Credit Card Statement <p>*Utility service contract/invoices must be within the last 45 days, and shows the service address. <i>PDF's will be accepted, however, you will have 30 days from when you pick up your enrollment packet to provide the actual bill postmarked and mailed to your home.</i></p> <p>WE DO NOT ACCEPT PHONE OR CABLE BILLS, EMAILS OR SCREENSHOTS.</p> | <p>Property Renter</p> <ul style="list-style-type: none"> • Valid California Driver's License/Identification with an address within the Roosevelt attendance boundaries, or a Government issued passport AND • Rental property contract, lease, or payment receipt (indicating whether utilities are part of rental agreement.) AND • With - One (1) utility service contract, statement or payment receipt* AND <p>Two (2) of the following:</p> <ul style="list-style-type: none"> • Additional utility service contract, statement or payment receipt • Pay check stub (with home address on it) • Voter registration • Correspondence from a government agency • Homeowners/Renters/Auto/Medical Insurance, Bank/Credit Card Statement <p>*Utility service contract/invoices must be within the last 45 days, and shows the service address. <i>PDF's will be accepted; however, you will have 30 days from when you pick up your enrollment packet to provide the actual bill postmarked and mailed to your home.</i></p> <p>WE DO NOT ACCEPT PHONE OR CABLE BILLS, EMAILS OR SCREENSHOTS.</p> |
|---|---|

STEP 2: MAKE AN APPOINTMENT TO PICK UP AN ENROLLMENT PACKET AND FILL OUT THE PRE-ENROLLMENT FORM.

On Friday, 02/28/2020, at 9:00 a.m. the link/icon to pick up an enrollment packet will appear on on the Roosevelt website <http://www.roosevelt.smmusd.org/> **(Click on it to see available dates/times to sign up for an appointment to pick up an enrollment packet.) It will appear at 9:00 am. Be sure to refresh your page if you don't see it right at 9:00 am).** The appointment window will be between **03/02 -04/02**. If you do not have internet access, laptops will made available to you in the front office, or you may make an appointment by calling our enrollment clerk, Sami Reilly at: 310-395-0941 ext. 68-202. **Picking up a packet, does not constitute enrollment.** At the time of your appointment, you must have all of the required proof of residency. You must provide hard copies – the office cannot be responsible for printing. **Please, do not make an appointment to pick up an enrollment packet, if you do not have all of the requirements listed.** We will not accept partial proof of residency. If you are not prepared with

**ROOSEVELT ELEMENTARY SCHOOL
STEPS FOR ENROLLMENT – 2020-2021 SCHOOL YEAR
ALL GRADES TK THROUGH 5TH**

STEP 3: BE SURE YOUR IMMUNIZATION RECORD IS UP-TO-DATE, OR WILL BE AT THE TIME OF YOUR APPOINTMENT. (SEE PARENTS' GUIDE TO IMMUNIZATIONS REQUIRED FOR SCHOOL ENTRY) BE SURE YOU HAVE YOUR CHILD'S PROOF OF BIRTH (BIRTH CERTIFICATE, PASSPORT, HOSPITAL CERTIFICATE)

STEP 4: MAKE AN APPOINTMENT TO RETURN YOUR COMPLETED ENROLLMENT PACKET TO ROOSEVELT.

On Friday, 04/03 at 2:00 p.m. the online appointment system will go live on the Roosevelt website <http://www.roosevelt.smmusd.org/> to make an appointment between 04/21 – 05/14 to turn in the enrollment packet. **Enrollment is on a first-come, first served basis.** Your child will not be enrolled until all of the requirements are met and the front office signs off on your packet. If you do not have, or are missing any of the required documents at the time of your appointment, you will be asked to reschedule. **Please be prepared.**

STEP 5: IF YOU ARE THE PARENT OF AN INCOMING KINDERGARTEN STUDENT, SIGN UP FOR A KINGERGARTEN ASSESSMENT DATE. (IF YOU ARE NOT THE PARENT OF AN INCOMING KINDERGARTEN STUDENT, PLEASE GO ON TO STEP 6)

On Friday, 04/03/2020, at 2:05 pm. the online appointment system will go live on the Roosevelt website <http://www.roosevelt.smmusd.org/> for you to sign up for a Kindergarten Assessment. (This is an informal assessment of your child) While your child is in the assessment with our kindergarten teachers, parents will meet with the principal. **Assessment dates, Monday, May 18th, Wednesday, May 20th & Thursday, May 28th (Please choose one date only).**

STEP 6: AT THE TIME OF YOUR APPOINTMENT TO RETURN YOUR CHILD'S ENROLLMENT PACKET, PLEASE LET US KNOW IF YOU ARE INTERESTED IN CHILDCARE.