

# ROOSEVELT ELEMENTARY SCHOOL

## 2021-2022 STEPS FOR ENROLLMENT

**STEP 1:** VERIFY YOUR CHILD'S ELIGIBILITY TO ATTEND ROOSEVELT USING THE BIRTHDATE GUIDELINES [HERE](#).

**STEP 2:** GATHER YOUR PROOF OF RESIDENCY. (SEE REQUIREMENTS BELOW)

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

**\*ALL MAIL MUST BE CURRENT\***

**STEP 3:** MAKE AN APPOINTMENT TO EMAIL YOUR SCANNED PDF PROOF OF RESIDENCY. THE APPOINTMENT SYSTEM WILL GO LIVE ON 2/12 AT 4:30 PM (YOU WILL SIGN UP FOR AN APPOINTMENT SLOT BETWEEN 2/16 & 3/25) ON OUR WEBSITE:

<https://www.smmusd.org/roosevelt> (BE SURE TO REFRESH PAGE IF YOU DON'T SEE IT RIGHT AT 4:30)

- **CLICK ON ENROLLMENT APPOINTMENT**
- **CLICK ON ENROLLMENT PACKET PICK UP**
- **SCROLL DOWN TO SEE AVAILABLE DATES**
- **SIGN UP FOR AN APPOINTMENT**

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**STEP 4:** AT THE TIME OF YOUR APPOINTMENT, E-MAIL YOUR **SCANNED PDF** PROOF OF RESIDENCY DOCUMENT TO SAMI REILLY AT [roosenroll@smmusd.org](mailto:roosenroll@smmusd.org)

**\*IMPORTANT\***

- DO NOT SEND DOCUMENTS BEFORE YOU SCHEDULED APPOINTMENT.
- IN THE SUBJECT LINE, BE SURE TO INCLUDE YOUR CHILD'S FIRST AND LAST NAME AND DATE OF BIRTH.
- IN THE BODY OF THE EMAIL, BE SURE TO INCLUDE YOUR FIRST AND LAST NAME ALONG WITH THE BEST PHONE NUMBER WHERE YOU CAN BE REACHED.

ONCE PROOF OF RESIDENCY IS ACCEPTED, YOU WILL BE EMAILED BACK A FILLABLE ENROLLMENT PACKET. **IMPORTANT! YOU MUST DOWNLOAD AND SAVE TO YOUR COMPUTER OR DEVICE BEFORE YOU FILL IN, OTHERWISE IT WILL END UP BLANK WHEN YOU SEND IT.** WE RECOMMEND YOU DOWNLOAD IT, SAVE IT, FILL IN A FEW AREAS, SAVE AGAIN AND TEST IT BY EMAILING IT TO YOURSELF FIRST.

**STEP 5:** MAKE AN APPOINTMENT TO EMAIL BACK YOUR COMPLETED ENROLLMENT PACKET WITH PROOF OF YOUR CHILD'S UP-TO-DATE IMMUNIZATION AND PROOF OF BIRTH DATE RECORD (SEE REQUIREMENTS BELOW).

**THE APPOINTMENT SYSTEM WILL GO LIVE ON 3/26 AT 4:30 PM (YOU WILL SIGN UP FOR AN APPOINTMENT SLOT BETWEEN 4/13 & 5/20) ON OUR WEBSITE:**

<https://www.smmusd.org/roosevelt>

**(BE SURE TO REFRESH PAGE IF YOU DON'T SEE IT RIGHT AT 4:30)**

- CLICK ON ENROLLMENT APPOINTMENT
- CLICK ON ENROLLMENT PACKET DROP OFF
- SCROLL DOWN TO SEE AVAILABLE DATES
- SIGN UP FOR AN APPOINTMENT

FOR IMMUNIZATION REQUIREMENTS, CLICK [HERE](#)

ACCEPTABLE PROOF OF BIRTH DATE DOCUMENTS INCLUDE: BIRTH CERTIFICATE, PASSPORT, HOSPITAL CERTIFICATE.

**PLEASE BE SURE IMMUNIZATION RECORDS AND PROOF OF BIRTH DATE ARE IN PDF FORMAT**

**STEP 6:** AT THE TIME OF YOUR APPOINTMENT, PLEASE LET US KNOW IF YOU ARE INTERESTED IN CHILDCARE, FOR WHEN WE PHYSICALLY RETURN TO CAMPUS.

**IF YOU HAVE ANY QUESTIONS, CONTACT SAMI REILLY AT [roosenroll@smmusd.org](mailto:roosenroll@smmusd.org) OR CALL HER ON THE ENROLLMENT HOTLINE: (310) 804-6110**