



LINCOLN MIDDLE SCHOOL

New Student Enrollment Procedure

March 2024

Greetings New Lincoln Families!

We are committed to educating, connecting with, and serving our school community. Enrollment is completed by **appointment only**. Parents wishing to enroll their children can reach out to Mike Yoshioka in the Attendance Office to schedule an appointment to drop off enrollment documents.

We have begun enrollment for the 2024-2025 school year..

In order to begin the enrollment process, you must first prove residency within the Lincoln Middle School's boundaries.

We will require the following original documents brought with you to your appointment:

1. Verification of Parent/Guardian Identity. Photocopy of driver's license/ID card/passport.
2. Proof of residency in the Lincoln attendance area.
[Please click here for examples of proof of residency](#)
[Haga clic aquí para ver ejemplos de prueba de residencia](#)
3. Verification of your child's birth date with a birth certificate or passport.
4. Submit complete immunization records for all students. At this time, immunizations are considered an essential medical service per the California Department of Public Health Immunization. Please refer to www.shotsforschool.org for more detailed information regarding immunization requirements.
[Please click here to see immunization requirements](#)
[Haga clic aquí para ver los requisitos de vacunación](#)
5. Provide a copy of your child's recent transcript, with exit grades (for mid-year enrollment).
6. Court custody paper (if joint custody).

We are scheduling appointments while school is in session on **Monday, Tuesday, Wednesday and Thursday** at the following times:

9:30am - 10:00am
11:00am - 11:30am
2:00pm - 2:30pm

Please email Mike Yoshioka at LincolnEnrollment@smmusd.org to schedule an appointment.

In your email please indicate what day and time you like to schedule your appointment as well as the following information:

Parent's Name
Student's Name
Grade Level of Student for school year 2024-2025
Current School
Home Address

We will send you an email to confirm your appointment.

Once we have received all required documents and verified the information, the enrollment staff will send you fillable enrollment documents to be completed electronically. Only completed enrollment packets that have been accepted will establish preliminary enrollment for your child(ren) for the 2023-2024 school year.

If you do not reside within the Lincoln Middle School boundaries, you will need to apply for a permit with the district office.

For information regarding permits [Please click here SMMUSD Permit Information](#)

We cannot wait to meet you in person and truly look forward to working with you and your family. Please do not hesitate to contact Mike Yoshioka at LincolnEnrollment@smmusd.org or 310-393-9227 x73559 if you have any questions.

Si necesita ayuda en español por favor contacte Nallely Gutierrez n.gutierrez@smmusd.org