

South Pasadena Unified School District
1020 El Centro Street
South Pasadena, California 91030
(626) 441-5810
<http://www.spusd.net>

ENROLLMENT/REGISTRATION INFORMATION FOR SOUTH PASADENA BUSINESS OWNERS

For the purposes of obtaining an inter-district permit as a South Pasadena business owner, a “business” is defined as a physical space or store, located within the boundaries of South Pasadena (zip code 91030), which provides a tangible service or product to the community. A “business owner” is defined as the person who is the legal owner of the business. If there is any question as to the authenticity or ownership of the South Pasadena business, a visit to the business may occur or more documentation may be required before approval is granted.

For the purposes of obtaining an inter-district permit as a South Pasadena City business owner, you must 1) obtain a signed release from your district of residence, 2) produce one each of the three documents listed below from Categories A, B, and C before you will be allowed to register your child. These documents must be produced at the District Office before the registration appointment can take place - see “Inter-District Permit Policy for the Inter-District Attendance Agreement – 2008-2009” for dates and times.

One item from **each** of the following six [6] areas must be presented at the time of registration. All documents must be **originals** (no photocopies will be accepted), and must include the name of the parent/guardian who is the South Pasadena business owner.

1. **Driver’s License or Legal Photo Identification (I.D.) of Parent/Guardian**

(For cases of guardianship, additional information will also be required. See “Guardianship Information” listed on the District website, www.spusd.net under “District Enrollment Policies”.)

2. **Verification of Student Birthdate** (Choose one [1] of the documents listed below):

- County Birth Certificate
- Hospital Birth Certificate
- Passport

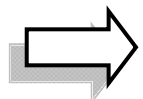
3. **Student Immunization Information** (Choose one [1] of the documents listed below):

- Yellow California Immunization Record
- School records
- Doctor records

Three (3) **business residency** verification documents are required for acceptance into SPUSD on an inter-district permit; these documents must be submitted **before** registration can take place (see “Inter-District Permit Policy for the Inter-District Attendance Agreement – 2008-2009” for dates and times).

4. **CATEGORY A:** (Choose one [1] of the documents listed below):

- Rental/Lease Agreement for the South Pasadena business with the business name or business owner’s name and the name, address, telephone number, and signature of the landlord/management company
- Deed of Trust
- Mortgage payment receipt – **dated within the past month**
- Property tax bill – **dated within the past year**
- Closing escrow papers



5. **CATEGORY B:** (Choose one [1] of the documents listed below which must be **dated within the past month and must contain the S. Pasadena business name & address and/or business owner's name:**
- Utility bill (example: Southern California Edison, The Gas Company, water bill)
 - Telephone bill
6. **CATEGORY C:** (Choose one [1] of the documents listed below):
- Bank statement for South Pasadena business w/South Pasadena business address listed – **dated within the past month**
 - Current Federal or State tax forms for South Pasadena business – **dated within the past year**

If you are enrolling a student at SPMS or SPHS, please read below:

- For students enrolling at SPHS as a 12th, 11th or 10th grader, an unofficial high school transcript of the student's prior school is required at the time of enrollment. For students enrolling in 9th grade, unofficial 7th and 8th grade transcripts are required. Tests scores are also recommended to facilitate course placement. Students entering a California school for the first time from out of state or out of country may have additional immunization requirements. Please check the immunization requirements included in the enrollment packet.
- For students enrolling at SPMS as a 6th, 7th or 8th grader, an unofficial transcript of the student's prior school is recommended, but not required, at the time of enrollment. Copies of the student's most recent report card and standardized test results are also recommended, but not required. All students will be given placement tests in Math and English in order to facilitate proper placement. Students entering a California school for the first time from out of state or out of country may have additional immunization requirements. Please check the immunization requirements included in the enrollment packet.