



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 CITY EMPLOYEES

For the purposes of obtaining an inter-district permit as a South Pasadena City employee, you must 1) be a full-time South Pasadena City employee of 40 hours per week, 2) you must obtain a signed release from your district of residence, and 3) you must obtain an official letter from the City of South Pasadena verifying your employment status 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 three (3) areas also 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.

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](http://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

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

- For students enrolling at SPHS as a 12<sup>th</sup>, 11<sup>th</sup> or 10<sup>th</sup> grader, an unofficial high school transcript of the student's prior school is required at the time of enrollment. For students enrolling in 9<sup>th</sup> grade, an unofficial 7<sup>th</sup> and 8<sup>th</sup> grade transcript is 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 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> 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.