

HOW TO ENROLL AT IRVINE HIGH SCHOOL 2011-2012

If your student has **NEVER** attended school in the Irvine Unified School District (at any point), you must first complete the On-line Data Entry for Students New to the District at www.iusd.org/enrollment. Please be sure to read the following links: Frequently Asked Questions (FAQs), How to enroll, and Online Data Entry.

After you have completed this process, print out two (2) copies of the documents, as well as the “Residency Verification Form” and “Residency Affidavit Form.” Include them along with all the items you will need to present to the Registrar.

If your student **HAS** attended school in the Irvine Unified School District in the past, please contact Sylvia Howard at 949.936.7003.

REQUIRED DOCUMENTS for RESIDENCY VERIFICATION for all students:

1. Two (2) proofs of residency (choose from the following items: electric bill*, gas bill*, water bill*, waste management bill*, cable bill*, current payroll stub, current social services document, current property tax or income tax documents. Each item must have your name and current Irvine address printed on it.

*Utility bills need to include both top and bottom portion of the bill. A “Letter of Service Connection” from the utilities listed above may be accepted as a temporary proof of residency. You must provide the top and bottom of the first bill within 45 days.

REQUIRED DOCUMENTS for ENROLLMENT for all students:

1. Residency verification and affidavit forms
2. Your student’s original birth certificate or passport.
3. Your student’s original immunization record.
4. Your driver’s license or passport with photo identification for proof of identity.
5. Your student’s official transcript from his/her previous school.
6. Test scores – CELDT scores if applicable.
7. Your student’s IEP/504 plan documentation if applicable.
8. Letter of withdrawal from the previous school.

Once you have completed your web enrollment online, please contact Sylvia Howard (949.936.7003 or showard@iusd.org) and she will email a packet to you. When you have completed the packet, please bring it with the required documents to Ms. Howard. Our office hours are 7:30 am to 4:00 pm.

Please familiarize yourself with the Program of Studies, which can be found at www.IrvineHigh.org.

Congratulations and welcome to Irvine High School! ☺

Sylvia Howard, Registrar
949.936.7003
showard@iusd.org