



NEW STUDENT ENROLLMENT INSTRUCTIONS

1. Go to www.powayusd.com and click on the enrollment tab to look up your address & verify that you are enrolling at the correct school. If you are outside of Del Norte's boundary and would still like to attend, please read about the transfer process under PUSD's "Parents" and then "Attendance & Discipline" tab.

2. Complete a set of forms for each student you are enrolling. Forms are available on the PUSD "Enrollment" page.

- New Student Enrollment Form (2 pages)
- PUSD Signature Verification
- Residency Verification and Checklist
- Student Health Information Form
- Request to Transfer Pupil Records

3. Gather required documents to bring to your enrollment appointment:

- Del Norte specific documents (download from the DN Counseling home page under "New Enrollments")
 - Del Norte signature page
 - Del Norte athletics information (required of all students)
 - Grade level forms
- Two Proofs of Residency documents (Lease, Property Tax bill, Utility bills etc.)
- Student's ORIGINAL Birth Certificate or Passport
- Student's ORIGINAL Record of Immunization – *Must be dated and signed by medical doctor/clinic on an official immunization record. These documents must be officially translated into English if necessary. For out of state students, CA requires:*
 - Proof of Varicella (Chicken Pox) vaccine or medical record of student having had disease
 - Tdap vaccine given after student's 7th birthday
- Checkout/Withdrawal Slip from previous school **which includes CHECKOUT GRADES to date.**
- Transcripts: **10th, 11th and 12th grade students must have an UNOFFICIAL TRANSCRIPT** (NOTE: We will request your official transcript and records after you are enrolled. However, **at enrollment you need to provide an unofficial copy of your transcript.**)
- Original approved/signed IDT if you are attending Del Norte on a District Transfer (IDT)
- Caregiver forms if one is being assigned. Students may not enroll without a parent or guardian.

4. Call to schedule your enrollment appointment: (858) 676-6325, Sue Reich or Jamie Stone (858) 676-6326

5. Bring all of the above to your enrollment appointment. Any missing documents may prohibit us from enrolling your student.

Appointment Date/Time: _____

STUDENTS WITH IEPs: Students receiving Special Education services from a Resource Department (RSP) need to provide Del Norte a current copy of their IEP – PRIOR to their appointment. Other Special Education students such as SDC, ED or NSH must call the Special Education Department at 858-521-2800 for instructions PRIOR to setting an enrollment appointment.