

# Frequently Asked Questions by Newcomers to Woodbridge High School

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The following information is provided to assist you through the enrollment process at  
Woodbridge High School - Irvine Unified School District (IUSD)

Spring 2017

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## 1. [What are the Required Documents?](#)

- Scroll down to question #18, "[What Information & Materials Must I Bring With Me to Register?](#)" at the end of this FAQ list.
- Or go to our IUSD district website (<http://www.iusd.org/enrollment/RequiredDocuments.html>)

## 2. [Do I need an appointment to verify enrollment and complete enrollment at WHS for the 2016/2017 school year?](#)

- No. Enrollment walk-in hours at WHS Counseling Department are **8AM – 11:30AM** during most school days. The office is closed until 10:15AM during Late Start days and closed on all school holidays and breaks. Please view the WHS 2016/2017 Bell Schedule for a listing of Late Start days at: <http://woodbridgehigh.org/wp-content/uploads/2016/07/16-17-Bell-Schedule.pdf>
- Enrollment will not be completed until documentation and residency has been verified by WHS enrollment staff.
- Newcomers must Aeries Air Registration/Web Enroll before bringing required documents to enroll at the WHS Counseling Department.

## 3. [What if I am a returning student?](#)

- If you have ever attended an IUSD school (pre-school thru 12<sup>th</sup> grade), you are a returning student.
- DO NOT WEB ENROLL. You will need to state the last grade and/or school year you last attended in IUSD.

- Bring in verification of residence and required documents (see below) to WHS Counseling Department.
- **Enrollment walk-in hours are 8AM - 11:30AM** during most school days. The office is closed until 10:15AM during Late Start Days and closed on all school holidays. Please contact Mrs. Kay Bradley at 949-936-7818 if you have any questions.

#### 4. What if I am a newcomer?

- If you have never lived in Irvine before and/or have never attended an Irvine school at any time prior to this, you would enroll as a newcomer. Your first step would be to web enroll at <https://www.iusd.org/apps/air/>. Once you have web enrolled, print out the document and bring it in to WHS during the walk-in enrollment **hours (8:00AM-11:30AM M-Th or on Late Start days, 10:15AM -11:30AM)**. If you have any questions, please contact Mrs. Bradley at 949-936-7818.

#### 5. Where do I go to WEB ENROLL?

- For students new to the district, an on-line data entry process is available at <https://www.iusd.org/apps/air/>. You must have a valid address in the city of Irvine to use this system. **Verification of residence and immunizations is required prior to completing the entire enrollment process.** Additional information will be required by the school.

#### 6. What do I do after I WEB ENROLL?

- Print a copy of the web enrollment request and bring all required documents (**and original + one copy**) to the WHS Counseling Department (H102) during the enrollment walk-in hours. Please ask to see Mrs. Bradley, the enrollment clerk at WHS.
- **Enrollment walk-in hours are 8AM - 11:30AM** during most school days. The office is closed until 10:15AM during Late Start Days and closed on all school holidays and breaks.
- If you are registering during the summer break, go to <http://www.iusd.org/enrollment> for the District's Summer Enrollment Center's hours of operation.

#### 7. What is the minimum or maximum age for enrollment at WHS?

- Any student who has reached his/her 15<sup>th</sup> birthday must be enrolled at high school.
- Students shall be entitled to only four consecutive academic years (eight semesters) of high school experience.
- Students with appropriate records are placed according to appropriate year of high school. Students without records shall be placed by age.
- Any student who is 18 and cannot graduate by June, may be referred to Adult Education, San Joaquin High School or the Community College system.

#### 8. Is language testing required?

- Language testing is required if a language other than English is spoken in your home. If your student was language tested at his/her previous California school, please obtain/present your most current CELDT (California English Language Development Test) results when you meet with the WHS enrollment clerk.
- If you have not been language tested prior to enrolling at WHS, The WHS enrollment clerk will help you make the necessary appointment after verification of enrollment has been established. (The test may take 2+ hours to complete.)

#### 9. May I enroll in a school other than our neighborhood school?

- Please contact the IUSD Student Services Department at 949-936-5171.

#### 10. What if I am currently attending another Irvine high school and have moved into the WHS boundaries?

- You may transfer at **semester breaks only**. Parent/guardian must provide proof of residency to WHS before acceptance.

**11. Do I have to switch IUSD high schools if I have moved within IUSD attendance boundaries?**

- No. Once a student has enrolled at a given IUSD (Irvine Unified School District) high school, the student will be granted continuing education at that school for the remainder of their high school educational experience **IF** the student moves **within IUSD attendance and the student is in/remains in good standing at the current school.**
- Parent/guardian must provide proof of change of address residency to the current high school.
- If you moved outside of IUSD boundaries, you may need to attend school in your new neighborhood.

**12. Can my child attend school in Irvine if I don't live in IUSD attendance boundaries?**

- No. California education laws require a student to attend school in the same neighborhood as parent(s) reside.

**13. Can anyone attend summer school?**

- Students who have attended an Irvine Unified School District school during the 2016/2017 school year are eligible to go to Summer School 2017. Please contact the IUSD Student Services Department at 949-936-5171 for further information.

**14. Does IUSD have a Foreign Exchange Student Program?**

- Please contact the IUSD Student Services Department at 949-936-5171.

**15. If I am an IUSD 8<sup>th</sup> grader in 2016/2017, can I request a school choice to attend WHS in the fall 2017?**

- Please contact the IUSD Student Services Department at 949-936-5171.

**16. When does enrollment open for the next school year? (2017/2018)**

- The 2017/2018 on-line Aeries enrollment portal typically opens in early March 2017.

**17. Is my address in the WHS attendance area?**

- Please enter your home address into IUSD's school locator program at: <http://locator.decisioninsite.com/?StudyID=172319>

**18. What Information & Materials Must I Bring to Register?**

**PLEASE PROVIDE AN ORIGINAL + ONE COPY OF ALL DOCUMENTS WHEN YOU COME TO WHS TO ENROLL**

**A copy of the Online Enrollment data** is required for all students **new to the IUSD attendance.**

To WEB ENROLL go to <https://www.iusd.org/apps/air/>

**\*DO NOT web enroll** if you are a **returning IUSD student.** Please state the last year and school you attended in IUSD.

**Verification of Identity** of parent, licensed foster parent, or **CA Superior Court-appointed** legal guardian **only.** A **Drivers License** (any photo drivers license is permitted) or **passport with photo I.D.**

**Verification of residency inside IUSD** of parent, licensed foster parent, or **California Superior Court-appointed** legal guardian.

**For initial enrollment, two forms of residence verification are required from those listed below: NOTE:**

- **Electric bill** (both top and bottom parts, in English) or verification of electrical service connection.\*\*
- **Southern California Gas bill** (both top and bottom parts, in English) or verification of gas service connection.\*\*
- **Current Cable/Internet bill** (both top and bottom parts, in English) or verification of cable/internet service connection.\*\*
- **Current Water bill** (both top and bottom parts, in English) or verification of water service connection.\*\*
- **Current Waste Management bill** (both top and bottom parts, in English) or verification of waste management service connection.\*\*

- **Current Social Services documents**
- In the case of UCI Housing, an **official UCI document** asserting the person resides in student housing, which usually covers gas and electric.

**\*\* Note:** In the event a utility service connection (a.k.a. a “ Letter of Service Connection” is used as proof of residency, then a utility bill (both parts, in English) must be provided **within 45 days** to assure continued enrollment.

All verification documents **MUST BE original and current**. A copy of all documents must accompany your original. **PLEASE NOTE THAT NO COPIES, EMAILS ,OR FAXED documents will be accepted in lieu of an original**. Online utility statements are not original documents. Duplicate utility bills can be requested from utility services for verification if you currently use online paperless billing. (2-4 business day turn around).

✓ **Residency Affidavit** (Both must be completed and signed.)

- Residency Verification Form and Affidavit:  
<http://www.iusd.org/enrollment/documents/FILLABLEResidencyVerificationForm2016-17REV.pdf>

✓ **Proof of Identity is required (original + one copy):**

- Official Driver’s License
- Current Passport with photo I.D.

✓ **Proof of Age is required (original + one copy):**  
Official or Certified Copy of Birth Certificate, or  
Current Passport with photo I.D.

✓ **Proof of Immunization Records are required (original + one copy)** for certifying up-to-date immunizations for each student. Students must show they’re in compliance with California immunization laws and Irvine Unified School District Policy 5141.31 to attend school. A copy of the student’s current immunization record must be on file, at school.

✓ **An unofficial academic transcript or report card from your former school is required (original + one copy).** Prior official school records will be requested by WHS after your child completes enrollment. **OUT OF COUNTRY transcripts** MUST be hand delivered at time of enrollment by the student. **Out of country transcripts MUST BE ORIGINAL, OFFICIAL and SEALED** from your former school. (English translation required). **Out of country transcripts should include middle school as well as high school grades.**

✓ The district will require **Proof of Withdrawal or Disenrollment from previous school** irrespective of district, state, or country before enrolling a student.

✓ **Emergency telephone numbers are required**, including an out-of-state emergency number.

**OTHER DOCUMENTS AND INFORMATION:**

- ✓ For Special Education students: The previous school must provide a current, signed, IEP + Psychological Evaluation Assessments.
- ✓ For GATE (gifted and talented) students: Prior test scores and/or certification forms.
- ✓ For EL (English Learners) Students, a copy of current CELDT scores

**19. What are the semester start and end dates for the 2016/2017 school year?**

- Fall Semester: 8/24/2016 – 1/19/2017
- Spring Semester: 1/24/2017 – 6/09/2017