

# INFORMATION FOR THOSE ENROLLING FROM PRIVATE SCHOOLS OR ARE NEW TO THE DISTRICT

Updated on 03/2017

Woodbridge High School welcomes students who live within our boundaries from private schools and those who are moving into our boundaries. Please see the IUSD website for procedures for enrollment <http://www.iusd.org/enrollment/index.html>.

## What are the enrollment steps for the 2017/2018 school year?

### Step One:

- The Irvine Unified School District (IUSD) will open the Aeries Online Registration portal for the 2017/2018 school year on March 3, 2017. To begin the enrollment process for a student who has never previously attended an IUSD school, you must first complete the Aeries Online Registration for students who are new to the District at <https://registration.iusd.org/>. If your student has previously attended an IUSD school, then you do not need to complete this step. Please let the WHS enrollment clerk know that your child previously attended an IUSD school.

### Step Two:

- The WHS counseling office will begin enrollment for the 2017/2018 school year on March 6<sup>th</sup>. Walk-in Enrollment Hours are 8:00a.m. – 11:30a.m., Monday – Friday. Please bring your online enrollment paperwork + supporting documentation (original + one copy of each item) to the WHS Counseling Department in H102.
- For a complete list of required documents, please visit: <http://www.iusd.org/enrollment/RequiredDocuments.html>.
- It is necessary to pay particular attention to the list of IUSD accepted proof of residency options: a current electric bill/gas bill/water bill/cable – internet bill/trash bill/social services documents. Please note that you must provide both the top and bottom of each utility bill in order for it to be accepted. In the event a "Letter of Service Connection" is used as a temporary proof of residency, then a utility bill (both parts, in English) must be provided **within 45 days** of enrollment.
- For incoming 9<sup>th</sup> grade students, you must bring in your student's most current 8<sup>th</sup> grade report card. For incoming 10<sup>th</sup>-12<sup>th</sup> grade students you must bring in your student's high school transcript.
- Requests for placement in an AP class or honors class must be supported with a letter of recommendation from your student's current teacher in that discipline.
- If applicable, please be sure to bring a copy of your student's current CELDT test results.
- If applicable, please be sure to bring in a copy of your student's most current/signed I.E.P./P.E.A.
- If applicable, please be sure to bring in a copy of your student's most current/signed 504 Plan.

### Step Three:

- Once it is determined that your student's enrollment documentation is in order and in compliance, either a class selection appointment with a WHS counselor will be scheduled during the week of May 15<sup>th</sup>, or if deemed necessary, a California English Language Development Test (CELDT) appointment will be scheduled for on/after July 1<sup>st</sup>.

## Do I need to bring my student to Step Two of the enrollment process?

No. Your student only needs to attend the course selection appointment with a WHS counselor (Step Three). Course selection appointments will be made after the parent has successfully completed Step One and Step Two.

## IUSD's One Stop/Summer Enrollment Center

If you are unable to complete Steps One and Step Two at WHS prior to May 12<sup>th</sup>, your student will process through IUSD's One Stop/Summer Enrollment Center. One Stop/Summer Enrollment Center applicants will receive a course selection appointment in mid-August when WHS reopens to the public. For more information regarding IUSD's One Stop/Summer Enrollment One Stop Center, please visit: <http://www.iusd.org/enrollment/index.html> in May 2017.

