

Enrollment Center Services During School Closures

The Enrollment Center is currently closed to the public due to the COVID-19 stay at home order. We are now offering many of our services online and hard copies are available for pick up and drop off in our lobby 8am to 1pm Monday through Friday

Address: 5601 47th Avenue
Sacramento, CA 95824 (Next to the Serna Center)
Phone: (916) 643-2400
Fax: (916) 433-5403

Please note: response times may take up to 3 to 5 business days to process applications. The Enrollment Center staff is working as diligently as possible to process applications in the order they are received.

If you need to contact us, please EMAIL a staff member:

Garrison-Weekes@scusd.edu

Mikko-Lopez@scusd.edu

Ka-Kue@scusd.edu <speaks HMONG>

Omie-Kue@scusd.edu <speaks HMONG>

Laura-Gutierrez@scusd.edu <speaks SPANISH>

Rocio-Novoa@scusd.edu <speaks SPANISH>

Adriana-Perez@scusd.edu <speaks SPANISH>

What You Need to Enroll

Please be advised that for the safety and security of all children ONLY the parent(s), legal guardian(s) or educational rights holder(s) may enroll a child into our district. The parent/legal guardian/educational rights holder who enrolls the child will be **REQUIRED TO PRESENT PHOTO IDENTIFICATION**. The following documents are required to complete enrollment for students *NEW to the district.

The following documents are required with this completed registration form to enroll your child in Sacramento City Unified School District.

1. **Address verification** – Bring ONE of the following forms:
 - CURRENT Utility Bill (SMUD, PG&E or WATER) with correct same name and address in the parent/legal guardian or education rights holder’s name (issued within 30 days, NO PAST DUE BILLS will be accepted)
 - CURRENT Mortgage Statement (issued within 30 days)
 - CURRENT Property Tax Bill
 - CURRENT Rental / Lease Agreement with Landlord’s Information (If the lease is older than one year OR is a month to month contract, the current month’s rent receipt is required)
 - CURRENT Voter Registration (issued within 30 days)
 - CURRENT Government Agency Letter (issued within 30 days)
 - CURRENT Employment Pay Stub (issued within 30 days)
2. **Proof of birth** – Original COUNTY ISSUED birth certificate or non-expired passport for each child.
**Returning Students May Be Required to Present Proof of Birth If Not Available in SCUSD’S Database.*
3. **Immunization Record** – Current for each child. Name and date of birth must be on the immunization record. Grades 7th -12th a T-Dap Booster shot is required.
**Returning Students May Be Required to Present Immunization Record If Not Available in SCUSD’s Database.*
4. **CURRENT withdrawal grades and transcripts** (Grades 9th – 12th only)
5. **Individualized Education Plan (IEP)** – Documentation for children receiving Special Education Services (if applicable)
6. **Guardianship / Custody papers** (if applicable)

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Monday through Friday
8 AM to 1 PM