



South Pasadena Unified School District  
1020 El Centro Street  
South Pasadena, California 91030  
(626) 441-5810  
<http://www.spusd.net>

## ENROLLMENT/REGISTRATION INFORMATION

One item from each of the following six (6) areas must be presented at the time of registration. All documents must be **originals** (no photocopies will be accepted), and must include the name of the parent/guardian and the South Pasadena address.

1. **Driver's License or Legal Photo Identification (I.D.) of Parent/Guardian**

\*\* For cases of guardianship, additional information will also be required. \*\*

2. **Verification of Student Birthdate** (Choose one {1} of the documents listed below):

- Birth Certificate
- Hospital Certificate
- Passport

3. **Student Immunization Information** (Choose one {1} of the documents listed below):

- Yellow California Immunization Record
- School Records
- Doctor Records

Three (3) residency verification documents are required for enrollment:

4. **CATEGORY A:** (Choose one {1} of the documents listed below):

- Deed of Trust
- Mortgage Payment Receipt – **dated within the past month**
- Rental/Lease Agreement, listing all names of occupants (**including children**) and the name, address, telephone number and signature of landlord/management company
- Property Tax Bill – **dated within the past year**
- Closing Escrow Papers

5. **CATEGORY B:** (Choose one {1} of the documents listed below which must be **dated within the past month**):

- Utility Bill (example: Southern California Edison, The Gas Company, Water Bill) \*\*
- Time Warner Cable Bill
- Telephone/Cell Phone Bill

6. **CATEGORY C:** (Choose one {1} of the documents listed below):

- Current Car Registration – **dated within the past year**
- Car Insurance Statement – **dated within the past 6 months to 1 year**
- Health Insurance Statement – **dated within the past month**
- Bank Statement (or signed letter on bank letterhead with the South Pasadena address) – **dated within the past month**
- Pay Stub showing current South Pasadena Address – **dated within the past month**
- Current Federal or State Tax Forms – **dated within the past year**

\*\* For a newly established residence, for verification from Category B, a signed, original receipt or statement on letterhead from the utility company **dated within the past month** will satisfy the requirement, provided the name of the parent/guardian and South Pasadena address where service will be established are listed.