



Welcome to our school!
 Pre-Enrollment Packet
Hancock Park Elementary
 408 South Fairfax Avenue, Los Angeles, CA 90036

Follow the steps below to begin pre-enrollment. If you are missing any documents or would like assistance, please contact Hancock Park office (323)935-5272

STEP 1: COMPLETE YOUR STUDENT PRE-ENROLLMENT PACKET

COMPLETE THE ENCLOSED FORMS:

- LAUSD Student Enrollment Form
- LAUSD Student Emergency Information Form
- LAUSD Student Housing Questionnaire

PROVIDE COPIES OF VERIFICATION DOCUMENTS FOR:

<input type="checkbox"/> Proof of Residence	<ul style="list-style-type: none"> • Utility service contract, bills or payment receipts (Gas, Water, or Electricity) • Property taxes, rental or lease agreement, current rental receipt with address of property on receipt • Official government mail (CalWORKS, Social Security, Medi-Cal) • Current pay stub • Voter registration
<input type="checkbox"/> Proof of Age of Minor	<ul style="list-style-type: none"> • Birth certificate • Baptismal certificate • Passport • Court order • Health office/vital statistics record of birth certificate date • Department of Public Social Services (DPSS) letter verifying birthdate and an explanation of how this was verified
<input type="checkbox"/> Parent/Guardian/ Educational Rights Holder/ Caregiver ("parent") Identification	<ul style="list-style-type: none"> • Student's birth certificate or baptismal certificate or Court order establishing the parent guardian relationship <u>AND</u> • Adult's government-issued photo identification (Driver's license or DMV identification card)
<input type="checkbox"/> Proof of Immunization	<p>The Parents' Guide to Immunizations Required for School Entry is enclosed for your reference.</p>

IF AVAILABLE/APPLICABLE PLEASE ALSO PROVIDE COPIES OF:

- Transcripts or recent grade reports
- Copy of most recent Individual Educational Plan (IEP)* or Section 504 Plan
- Department of Children and Family Services (DCFS) 1399 Form or minute order
- Court Orders regarding: custody (legal or physical), educational rights, restricted contact with the student

STEP 2 : AFTER COMPLETING THE PRE ENROLLMENT APPLICATION YOU WILL BE CONTACTED BY ONE OF THE OFFICE TECHNICIANS TO SCHEDULE AN APPOINTMENT FOR DROPOFF OF ALL COMPLETED ENROLLMENT FORMS AND VERIFICATION DOCUMENTS LISTED ABOVE. THANK YOU