



Conejo Valley Unified School District

Instructional Services Division

1/23/2012

1400 E. Janss Road, Thousand Oaks, CA 91362
Telephone (805) 497-9511 ♦ FAX (805) 379-5756

Registration Procedures

The following items are required for registration:

Proof of birth:

A legal **certified** copy of your child's birth certificate, baptismal record, or passport (hospital certificates are **not** acceptable). To enter kindergarten, your child must turn 5 years old on or before November 1 of that school year

Proof of identity:

A valid Driver's License or ID card

Proof of residency:

Two (2) **CURRENT** Utility Bills (i.e. gas, water, trash, or electric) showing both service address and mailing address

- a. Telephone bills may not be used
- b. If applicable, mobile home owners submit monthly HOA itemized statement showing utilities

These residency documents are required for each change of address/residence

Immunization Requirements:

- *Polio (OPV or IPV) 4 doses. 3 doses meet requirement if at least 1 was given on or after 4th birthday for ages 4-6 yrs or on or after 2nd birthday for ages 7-17
- *DPT/DTaP/DT/Td 5 doses. 4 doses meet requirement if at least 1 dose given on or after 4th birthday for ages 4-6 yrs. 3 doses meet requirement for ages 7-17 years if at least one dose was given on or after 2nd birthday.
- *MMR 2 doses on or after 1st birthday. The 2nd dose may be any measles-containing vaccine.
- *Hepatitis B 3 doses. 2 doses meet requirement if the doctor indicates the 2-dose formulation was used & both doses were given at age 11-15 yrs
- *Varicella 1 dose for child under 13 years
- *Tdap 1 dose on or after 7th birthday and before 7th grade

*You must have a copy of an official immunization record signed by a doctor's office or clinic.

Additional Documents Required

1. Families purchasing a residence in CVUSD attendance boundaries and will occupy the residence **within 90 days**:
 - a. Executed Escrow Papers for residential domicile, including closing settlement date
 - b. Within three weeks of move-in, two utility bills showing both service address and mailing address
2. Families renting a residence in CVUSD attendance boundaries and will occupy the residence **within one week**:
 - A. Has/will have utility service in their own name:
 1. Executed Rental Agreement (original)
 2. Two **CURRENT** utility bills showing both service address and mailing address (if new resident, must supply two utility bills within three weeks)
 - B. Does not/will not have utility service in their own name:
 1. Executed Rental Agreement (original)
 2. Completion of Form AV – **Address Verification Form** (CVUSD 98-00160)
 3. Two **CURRENT** utility bills from your landlord
4. Student living with someone other than parent/guardian (adult sibling, relative, grandparents, etc):
 - a. Completion of two page “**Caregiver’s Authorization Affidavit**” (CVUSD Form 98-00111), **notarized and approval signature** from Pupil Services
5. Families living with others (renting a room, living with family members or friends, etc.), without a formal rental agreement or utility service in their name:
 - a. Completion of Form AV – **Address Verification Form** (CVUSD Form 98-00160)
 - b. Two **CURRENT** utility bills from your landlord