

# Mills Middle School

## New Student Enrollment Information

Dear Parents/Guardians of New Students,

Welcome to Mills Middle School. Our enrollment process consists of two parts.

**PART ONE:** you will start the process by submitting the following required documents:

### **Pre-Enrollment Informational Sheet**

**Birth certificate:** as defined Ed Code 48002 –

- \* Certified copy of birth record or statement by the local register or county recorder certifying birth date
- \* Baptism certificate duly attested
- \* Passport
- \* An affidavit of the parent, guardian, or custodian of the minor
- \* Or, any other means of providing the age of the child as proscribed by the governing board of the school district

**Proof of residency:** as defined Ed Code 48204.1 (but not limited to)

- \* (provide 2 proof of residency forms)
- \* Property tax payment receipts
- \* Rental property contract, lease, or payment receipts
- \* Utility service contract, statement, or payment receipts
- \* Pay stubs
- \* Voter registration
- \* Correspondence from a government agency
- \* Declaration of residency executed by the parent or legal guardian of a pupil

**Parent ID to enroll student:** as defined Ed Code 48002 or 48204.1 – K-12 Model Policies at 7, 12, 13

- \* Government issued-California Identification Card or CA driver's license
- \* Allow parents to also present non-government issued photo ID

**Affidavit of Residency. Obtained in office. (If staying with family or friends)**

**Student's current immunization records**

**Unofficial transcript from previous school**

**Copy of most current I.E.P. (Special Education) or 504 plan (if applicable)**

**Once you have the above documentation, please submit to Mills Middle School office.**

**PART TWO:** Folsom Cordova Unified School District uses an online registration system called **InfoSnap**. Once you have submitted the required documents to our Office/Registrar, an InfoSnap login and password will be emailed to you. At this point, you will be able to enter your student's emergency contacts, medical information and complete the additional FCUSD required registration documents.

- If you need to stop during the InfoSnap data entry process, click on the "save and log out" button at the top right of the screen and your information will be saved for your return visit.
- Once submitted, you will no longer be able to edit your student's information so please proof read.

**INFORMATION NEEDS TO BE COMPLETED AS SOON AS POSSIBLE AFTER RECEIVING YOUR LOGIN INFORMATION OTHERWISE YOUR STUDENT'S REGISTRATION WILL NOT BE COMPLETE.**

If you need assistance or do not have access to a computer, please contact the office, 916-294-9045.