



325 South Peck Avenue • Manhattan Beach • California 90266 • (310) 318-7345 • FAX (310) 303-3834

## **TK/Kindergarten Student Enrollment and Registration** **2024-2025**

Welcome to the MBUSD family! We are thrilled to be your partners as your child embarks upon what will be a rich and exciting educational and developmental experience in one of our prestigious schools. We want to help make the first steps in this process as easy as possible, and so we are providing the following step-by-step information about how to get started.

1. On or after January 22, 2024, complete online enrollment and registration. These links can be found by going to the District's website at [www.mbusd.org](http://www.mbusd.org), clicking on the "Enrollment" link at the top of the page, and clicking on the "Online Enrollment" link. Please be prepared to complete information regarding but not limited to, emergency contacts, allergies, etc. It is important that the information submitted be accurate and complete, as this data will be uploaded into our Student Information System and will become part of your child's permanent record.
2. Next, bring your completed New Student Information Form as well as all required documents to your elementary school of residence (located by going to the District's website at [www.mbusd.org](http://www.mbusd.org), clicking on the "Parents" tab, and selecting "School Boundaries"). Details about these requirements can be found by going to the District's website, clicking on the "Enrollment" link at the top of the page, and clicking on the "Kindergarten Student Enrollment and Registration Flyer" link.
3. Once you have completed the online enrollment form, please print two (2) copies of the Verification Page, sign, and return one copy to your home school. You must print a copy of the Verification Page to learn of class placement for your child.

**Please note: You must complete Steps 1 through 3 above to officially place your student on the pre-enrollment list to be considered for 2024-2025 school year placement and to receive your child's class placement information. Students are not guaranteed placement at their neighborhood elementary school and are placed based on space availability and consideration of a number of factors, including enrollment of siblings, prior placement history, registration date, etc.**

Kindergarten Parent Orientation meetings will be held at school sites during the month of March:

- Grand View – Wednesday, March 6, 2024 at 9:00 am
- Meadows – Friday, March 15, 2024 at 8:15 am
- Pacific – Monday, March 25, 2024 at 8:30 am
- Pennekamp – Monday, March 25, 2024 at 9:00 am
- Robinson – Friday, March 1, 2024 at 9:00 am

4. Watch for an email in late June or July confirming your child's school placement and informing you about additional online registration forms and documentation that need to be completed before the first day of school.

***Thank you very much! We look forward to having your child join us in the 2024-2025 school year!***

***Elementary School Contact Information***

Grand View Elementary Enrollment Questions: Kathy Poje kpoje@mbusd.org  EDP Questions: Michelle Flores mflores@mbusd.org	Meadows Elementary Enrollment Questions: Isabel Giovati igiovati@mbusd.org  EDP Questions: Michelle Reens mreens@mbusd.org	Pacific Elementary Enrollment Questions: Susie Howat showat@mbusd.org  EDP Questions: Bobbie Callese bcallese@mbusd.org
Pennekamp Elementary Enrollment Questions: Carrie Emhof cemhof@mbusd.org  EDP Questions: Barbara Jimenez bjimenez@mbusd.org	Robinson Elementary Enrollment Questions: Nadine Spoerl nspoerl@mbusd.org  EDP Questions: Shannon Harger sharger@mbusd.org	Manhattan Beach Preschool Enrollment Questions: Letty Salceda lsalceda@mbusd.org



# Manhattan Beach Unified School District 2024-2025 TK/Kindergarten Enrollment

*First Steps to Educational Success!*

Manhattan Beach  
Unified School District

*TK/Kindergarten Online Enrollment  
Begins Monday, January 22<sup>nd</sup>*

Do you know a child who lives in Manhattan Beach and will be 5 years old on or before June 2, 2025? If so, please let the family know it is very important that they complete online enrollment on or after January 22<sup>nd</sup>.

The child's parent/legal guardian must complete online enrollment. The following items are required in order to begin the enrollment and registration process:

*(Please bring original and one copy of each item.)*

- Birth Certificate
- Immunization Record Card  
All students entering school in August 2024 are required to have proof of up-to-date immunizations, including chicken pox (varicella).
- Parent/Guardian's California Driver's License or ID Card
- Verification of Residence in Manhattan Beach  
Verification of Residence in Manhattan Beach must be established before a child can be enrolled. Verification of Residence in Manhattan Beach requires the following:
  1. The original Closed Escrow Papers OR the Original Grant Deed OR the Original Lease Agreement OR a Property Tax Statement OR a Mortgage Statement\*
  2. A minimum of an original Edison bill\*\* plus two (2) additional original documents – for a total of three (3) original documents (NO PHONE BILLS; see acceptable document list below) indicating service in the student's parent's name at his/her Manhattan Beach address.
    - Edison bill required
    - Any two of:
      - Gas
      - Cable
      - Water
      - Waste Management
      - State/IRS/County Income Tax Documents
      - Payroll Stub
      - Social Service Documents

\* If the parent submits a lease agreement that includes written documentation stating that the lease includes utilities, the parent may submit a California Driver's License or ID Card, tax documents, payroll stub, social service documents, bank statement, credit card or car insurance statements – all showing the student's parent's name and the Manhattan Beach address – in lieu of the utility bills.)

\*\* If registering before your move-in date:

- Proof of Edison connection and other utilities must be provided within three days of your move-in date, if move-in date occurs at least three days before school is in session or on or before the first date of the student's attendance.
- If your move-in date occurs within three days of school starting or while school is in session, the student's placement will be rescinded.
- The student's placement will be re-initiated upon provision of such documentation (based on space availability at the time acceptable documentation is provided).
- Actual utility bills must be submitted to the school office within 30 days of your move-in date.

3. Complete the Affidavit of Residency as part of the online enrollment and registration process.

**Transitional Kindergarten (TK):** If a child will have his or her fifth birthday between September 2, 2024 and June 2, 2025, they are eligible for TK. Please visit your school of residence for enrollment in and/or information about the TK program.

**Kindergarten:** If a child will have his or her fifth birthday between September 2, 2023 and September 1, 2024, they are eligible for Kindergarten.

**Kindergarten parent orientation meetings** will be held at the school sites. Parents/guardians who are unable to attend the meeting at their child’s school of residence are welcome to go to any of the meetings listed below. Here is the schedule for these informative meetings:

School	Day	Date	Time	Location	Telephone
Grand View	Wednesday	March 6, 2024	9:00 a.m.	Cafeteria	310-546-8022 x5461
Meadows	Friday	March 15, 2024	8:15 a.m.	Cafeteria	310-546-8033 x5661
Pacific	Monday	March 25, 2024	8:30 a.m.	Cafeteria	310-546-8044 x5761
Pennekamp	Monday	March 25, 2024	9:00 a.m.	Cafeteria	310-798-6223 x5801
Robinson	Friday	March 1, 2024	9:00 a.m.	Cafeteria	310-318-5120 x3261

Kindergarten online enrollment begins January 22, 2024. If you have questions, please contact your school of residence.

**Grand View Elementary School**  
455 24<sup>th</sup> Street  
310-546-8022, Ext 5461

**Pacific Elementary School**  
1200 Pacific Avenue  
310-546-8044, Ext 5761

**Meadows Elementary School**  
1200 Meadows Avenue  
310-546-8033, Ext 5661

**Pennekamp Elementary School**  
110 South Rowell Avenue  
310-798-6223, Ext 5801

**Robinson Elementary School**  
80 South Morningside Avenue  
310-318-5120, Ext 3261



Manhattan Beach  
Unified School District

New Student Information Form

Student's Legal Name: \_\_\_\_\_

(as listed on birth certificate)

Gender (M/F): \_\_\_\_\_ Grade Level: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary or \_\_\_\_\_ Secondary or \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

Family Email Address: \_\_\_\_\_

(please provide one main email address for school notifications)

Additional Information: Parent/Guardian 1 Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Parent/Guardian 2 Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Name(s) and age(s) of siblings enrolled or currently enrolling in MBUSD:

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Parent/Guardian Highest Education Level (check one):  Graduate school  College graduate

Some college (includes AA degree)  High school graduate  Not a high school graduate  Decline to state

Primary Language: \_\_\_\_\_

1) Which language did your son/daughter learn when he/she first began to talk? \_\_\_\_\_

2) Which language does your child most frequently speak at home? \_\_\_\_\_

3) Which language do you most frequently use when speaking with your child? \_\_\_\_\_

4) Which language is most often spoken by adults in the home? \_\_\_\_\_

Special needs/Abilities: GATE \_\_\_\_\_ Special Ed/IEP \_\_\_\_\_ 504 \_\_\_\_\_ Speech \_\_\_\_\_ Other \_\_\_\_\_

Last School Attended: \_\_\_\_\_

School Phone Number (Required): (\_\_\_\_\_) \_\_\_\_\_ School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Office Use Only:  Birthplace  Parent Ed Level  Primary Language: \_\_\_\_\_

Date: \_\_\_\_\_ Student Number: \_\_\_\_\_ Family Number: \_\_\_\_\_



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### Immunization Laws SB 277, SB 276 and SB 714

Since January 1, 2016 (SB 277), parents or guardians of students in any school or child-care facility, whether public or private, are no longer allowed to submit a personal beliefs exemption to a currently-required vaccine.

Under Senate Bills (SB) 276 and SB 714 (Pan, 2019), beginning January 1, 2021, all new medical exemptions for school and child care entry must be issued through the California Immunization Registry – Medical Exemption website (CAIR-ME) by physicians licensed in California. Medical exemptions must meet applicable Centers for Disease Control and Prevention (CDC), Advisory Committee on Immunization Practices (ACIP), and American Academy of Pediatrics (AAP) criteria. Schools and child care facilities may only accept from parents new medical exemptions that are issued using CAIR-ME.

#### Students Admitted at TK/K-12 Need:

- **Diphtheria, Tetanus, and Pertussis (DTaP, DTP, Tdap, or Td) — 5 doses**  
(4 doses OK if one was given on or after 4th birthday. 3 doses OK if one was given on or after 7th birthday.)  
For 7th-12th graders, at least 1 dose of pertussis-containing vaccine is required on or after 7th birthday.
- **Polio (OPV or IPV) — 4 doses**  
(3 doses OK if one was given on or after 4th birthday)
- **Hepatitis B — 3 doses**  
(not required for 7th grade entry)
- **Measles, Mumps, and Rubella (MMR) — 2 doses**  
(Both given on or after 1st birthday)
- **Varicella (Chickenpox) — 2 doses**

#### Students Starting 7th Grade Need:

- **Tetanus, Diphtheria, Pertussis (Tdap) — 1 dose**  
(Whooping cough booster usually given at 11 years and up)
- **Varicella (Chickenpox) — 2 doses**  
(Usually given at ages 12 months and 4-6 years)

California schools are required to check immunization records for all new student admissions at TK/Kindergarten through 12th grade and all students advancing to 7th grade before entry. Parents must show their child's Immunization Record as proof of immunization.

If you have further questions, please refer to:

<https://www.shotsforschool.org/>

# PARENTS' GUIDE TO IMMUNIZATIONS REQUIRED FOR SCHOOL ENTRY



Starting July 1, 2019

## Students Admitted at TK/K-12 Need:

- **Diphtheria, Tetanus, and Pertussis (DTaP, DTP, Tdap, or Td) — 5 doses**  
(4 doses OK if one was given on or after 4th birthday.  
3 doses OK if one was given on or after 7th birthday.)  
For 7th-12th graders, at least 1 dose of pertussis-containing vaccine is required on or after 7th birthday.
- **Polio (OPV or IPV) — 4 doses**  
(3 doses OK if one was given on or after 4th birthday)
- **Hepatitis B — 3 doses**  
(Not required for 7th grade entry)
- **Measles, Mumps, and Rubella (MMR) — 2 doses**  
(Both given on or after 1st birthday)
- **Varicella (Chickenpox) — 2 doses**

These immunization requirements apply to new admissions and transfers for all grades, including transitional kindergarten.

## Students Starting 7th Grade Need:

- **Tetanus, Diphtheria, Pertussis (Tdap) — 1 dose**  
(Whooping cough booster usually given at 11 years and up)
- **Varicella (Chickenpox) — 2 doses**  
(Usually given at ages 12 months and 4-6 years)

In addition, the TK/K-12 immunization requirements apply to 7th graders who:

- previously had a valid personal beliefs exemption filed before 2016 upon entry between TK/Kindergarten and 6th grade
- are new admissions

## Records:

California schools are required to check immunization records for all new student admissions at TK/Kindergarten through 12th grade and all students advancing to 7th grade before entry. Parents must show their child's Immunization Record as proof of immunization.

**Policy 6152: Class Assignment**

**Status:** ADOPTED

**Original Adopted Date:** 09/05/2007 | **Last Revised Date:** 06/20/2017 | **Last Reviewed Date:** 06/20/2017

The Governing Board believes students should be assigned to classes and/or grouped in a manner that provides the most effective learning environment for all students.

When assigning students to specific classes, the principal or designee may consider the following criteria as appropriate for the grade level and course:

1. Staff recommendation, including, but not limited to, the recommendations of teachers and counselors
2. Skills and classroom management style of individual teachers
3. Student skill level as indicated by multiple objective academic measures, such as student assessment results, grade point average, and grades in prerequisite courses
4. Balance of high, medium, and low academic achievers
5. Student interests, readiness, behavior, and motivation
6. Student/teacher ratios and, if relevant, class size reduction considerations

The principal or designee may accept from parents/guardians any information which would be helpful in making placement decisions. However, a parent/guardian who provides such information shall be informed that a request for a specific teacher shall be one of many factors which may be taken into account when determining his/her child's placement.

During the school year, the principal or designee may make any adjustments in class placement which he/she considers beneficial to the student or the educational program.

**Additional Requirements for Grades 9-12**

**Class Assignment**

Except for a student enrolled in an alternative school, community day school, continuation high school, or opportunity school, or as otherwise specified below, no student enrolled in grades 9-12 shall be assigned:

1. To any course without educational content for more than one week in any semester, including any of the following situations: (Education Code 51228.1)
  - a. The student is sent home or released from campus before the conclusion of the designated school day.
  - b. The student is assigned to a service, instructional work experience, or other course in which he/she is assigned to assist a certificated employee, but is not expected to complete curricular assignments, in a course the certificated employee is teaching during that period and where the ratio of certificated employees to students assigned to the course for curricular purposes is less than one to one.
  - c. The student is not assigned to any course for the relevant course period.
2. To a course that he/she has previously completed and received a grade determined by the district to be sufficient to satisfy minimum high school graduation requirements and the requirements and prerequisites for admission to California public postsecondary institutions, unless the course has been designed to be taken more than once because students are exposed to a new curriculum year to year and are therefore expected to derive educational value from taking the course again (Education Code 51228.2)

An exception to item #1 or #2 above may be made only if all of the following conditions are satisfied: (Education Code 51228.1, 51228.2)

1. The student, or the student's parent/guardian if he/she is younger than age 18 years, has consented in writing to the assignment.
2. A school official has determined that the student will benefit from being assigned to the course period.



3. The principal or assistant principal has stated in a written document maintained at the school that, for the relevant school year, no students are assigned to those classes unless the school has obtained the student's or parent/guardian's consent and determined that the student will benefit from the assignment.

In addition, under no circumstances shall a student be assigned to a course period without educational content or a course he/she has already satisfactorily completed because there are insufficient curricular course offerings for the student to take during the relevant period of the school day. (Education Code 51228.1, 51228.2)

The above limitations on class assignments shall not affect the authority of the Superintendent or designee to permit the enrollment of a student in a dual enrollment, independent study, evening high school program, or other class or course authorized by law. (Education Code 51228.1, 51228.2)

Any complaint that the district has not complied with the requirements in this section regarding assignments in grades 9-12 may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures. A complainant not satisfied with the district's decision may appeal the decision to the California Department of Education (CDE). If the district or the CDE finds merit in an appeal, the district shall provide a remedy to the affected student. (Education Code 51228.3; 5 CCR 4600-4687)

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