



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

New Elementary Student Enrollment/Registration **2018-2019**

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 February 12, 2018, bring your completed Pre-Enrollment Information Sheet as well as all required documents to your home/neighborhood elementary school (located by going to the District's website at 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 "New Elementary Student Enrollment and Registration Flyer" link.
2. On or after March 1, 2018, complete the online enrollment form. This form can be found by going to the District's website at www.mbusd.org, clicking on the "Enrollment" link at the top of the page, and clicking on the "2018-2019 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.

Please note: You must complete both Step 1 and Step 2 above to officially place your student on the pre-enrollment list to be considered for 2018-19 school year placement. *Students are not guaranteed placement at their home/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.*

3. Once you have completed the online enrollment form, please print 2 copies of the Verification Page, sign, and return one copy to your home school.
4. Watch for an email in June or July confirming your child's school placement and informing you about additional online 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 2018-19 school year!



Manhattan Beach Unified School District

NEW ELEMENTARY STUDENT ENROLLMENT

Pre-Enrollment Begins Monday, February 12th

If you are new to the Manhattan Beach area and have a child entering grades 1-5 who will be attending our schools for the first time in the 2018-2019 school year, it is very important that you go to your home/neighborhood elementary school to fill out the "Elementary School Pre-Enrollment Information Sheet."

The child's parent/legal guardian must fill out the Elementary School Pre-Enrollment Information Sheet. The following items are required in order to begin the registration process:

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

- *Birth Certificate*
- *Immunization Record Card*
All students entering school in August 2018 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 move-in, proof of Edison connection and other utilities must be provided within three days of move-in date, if move-in occurs at least three days before school is in session, or on or before first date of attendance, if move-in occurs within three days of school starting or while school is in session, or the student's placement will be rescinded and placement re-initiated upon provision of such documentation (based on space availability at the time of acceptable documentation being submitted). Actual bills must be submitted within 30 days of move-in date.*

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

Grand View Elementary School
455 24th 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

MBUSD Elementary School Pre-Enrollment Information Form

Student's Legal Name: _____
(as listed on birth certificate)

Gender (M/F): _____ Grade Level: _____ Birthdate: _____

Place of Birth: Country: _____ State: _____ City: _____

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)

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 Law SB 277

Starting January 1, 2016, parents or guardians of students in any school or child-care facility, whether public or private, will no longer be allowed to submit a personal beliefs exemption or religious exemption to required vaccines.

Children with a valid personal beliefs exemption (or religious belief exemption) filed before 2016 who enter kindergarten or 7th grade will have to meet **all age-appropriate immunization requirements** for admission to kindergarten/TK or 7th grade.

A parent/guardian can submit a temporary or permanent medical exemption. This will be a written statement from a licensed MD or DO which states:

- That the physical condition or medical circumstances of the child are such that the required immunization(s) is not indicated.
- Which vaccines are being exempted
- Whether the medical exemption is permanent or temporary
- The expiration date, if the exemption is temporary

Students will no longer be required to have immunizations if they attend

- A home-based private school or
- An independent study program with no classroom-based instruction (our independent study programs are classroom-based).

Children behind on their required immunizations may be admitted conditionally, if they are not currently due for any doses or have a temporary medical exemption. Children who have Special Education services (an IEP) cannot be excluded from school, but they are under the same immunization requirements as stated above.

You can review the new law at:

http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160SB277

If you have further questions, please refer to:

<http://www.shotsforschool.org/laws/sb277faq/>

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:

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 achievement and testing data

(cf. [5121](#) - Grades/Evaluation of Student Achievement)

(cf. [6162.51](#) - Standardized Testing and Reporting Program)

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

(cf. [6151](#) - Class Size)

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.

Legal Reference:

EDUCATION CODE

[35020](#) Duties of employees fixed by governing board

[35160](#) Authority of the board

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Elementary Makes the Grade!, 2000

WEB SITES

California Department of Education, Curriculum and Instruction: <http://www.cde.ca.gov/ci>

National Association for the Education of Young Children: <http://www.naeyc.org>

Policy MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

adopted: September 5, 2007 Manhattan Beach, California