



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

## **New Elementary Student Enrollment/Registration** **2017-2018**

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 13, 2017, 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](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 "[New Elementary Student Enrollment and Registration Flyer](#)" link.
2. On or after March 1, 2017, complete the online enrollment form. This form 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 "[2017-2018 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 2017-18 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  
2017-18 school year!***



# ***Manhattan Beach Unified School District***

## ***NEW ELEMENTARY STUDENT ENROLLMENT***

***Pre-Enrollment Begins Monday, February 13<sup>th</sup>***

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 2017-2018 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 2017 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. A minimum of three (3) original *current* utility bills (NO PHONE BILLS) indicating service in the student's parent's name at his/her Manhattan Beach address.
  2. Complete online Affidavit of Residency form as part of the online registration process.

New Residents: In addition to the above requirements, the school will need the original Closed Escrow Papers OR the Original Grant Deed OR the Original Lease Agreement. (New residents must supply utility bills within 30 days of move-in date).

If you have a lease agreement that includes utilities, you may substitute utility bills with a California Driver's License or ID Card, original bank statement, credit card or car insurance statements. If you have further questions, please call your school site. Manhattan Beach Unified School District does employ staff for the purpose of conducting on-site residency verification.

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

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 7<sup>th</sup> grade will have to meet **all age-appropriate immunization requirements** for admission to kindergarten/TK or 7<sup>th</sup> 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](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