



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

## **New Middle School Student Enrollment/Registration**

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 March 1, 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 "[New Student – Online Enrollment Portal](#)" 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. 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 along with copies of all required documentation (listed on the next page).
3. Watch for an email confirming your child's enrollment and informing you about additional forms and documentation that need to be completed before the first day of school. You can also view our calendar for important upcoming events and announcements @ [mbmswaves.com](mailto:mbmswaves.com).
4. New Student orientation will be the week before school starts, for our incoming 6<sup>th</sup> Grade Students! Please view the summer packet on our website for more information.

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

## New Student Enrollment Checklist

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

Grade: \_\_\_\_\_

If you are new to the Manhattan Beach area and your student(s) will be attending our schools for the first time, the following items are required in order to complete the registration process and will need to be brought in to the school office: **(Please bring one copy of each item).** There will be a drop box outside the office for all documents.

- New Student Enrollment Checklist
- Online Enrollment Verification Form- SIGNED (This will be printed after completing the online enrollment).
- Birth Certificate
- Immunization Record Card  
All students entering school are required to have proof of up-to-date immunizations, including chicken pox (varicella).
- Parent/Guardian's California Driver's License or ID Card
- Custody Documents (if applicable)
- 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:
  - Closed Escrow Papers, Grant or Deed, or Lease Agreement
  - A minimum of three (3) different utility bills (Gas, Electric, Waste Management or City of MB water – **NO PHONE BILLS**), indicating service in the student's parent's name at his/her Manhattan Beach address.

***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.*

- Previous School Records/Grades  
A copy of your student's most recent grades are requested to assist with scheduling. This is not a requirement as records will be requested directly from your student's previous school, however you may be contacted for more information if you do not provide this information.
- Completed Course of Study  
Please complete the correct course of study for your students' grade for the upcoming school year. Include any relevant information regarding your students desired schedule. Accelerated math and foreign language may require testing (please view the Math Course Enrollment Prerequisites for more information). **Additional Elective Course Information can be viewed at [mbmswaves.com](http://mbmswaves.com).**