



Mira Costa High School
1401 Artesia Boulevard ▪ Manhattan Beach, CA 90266
(310) 318-7337 ▪ Fax (310) 303-3814
www.miracostahigh.org

New Student Enrollment **2018-2019**

Welcome to the MCHS family! We are thrilled to be your partners as your child embarks upon what will be a rich and exciting educational and developmental experience at Mira Costa High School. We want to help make the first steps in this process as easy as possible, so we are providing the following step-by-step information regarding how to get started.

New student enrollment for students residing in Manhattan Beach or Hermosa Beach is done **BY APPOINTMENT** for grades 10th – 12th. Beginning April 16th, please call the Mira Costa Office at (310) 318-7337 ext 5020, 5017, 5077 or 5026 for information and to set up an appointment for **parent and student** to meet with a guidance counselor to select classes.

Incoming 9th grade students do not require an appointment.

For students applying on permit, please see “Permit Application Process” on the Mira Costa website.

1. Beginning March 1, 2018, complete the Aeries online enrollment form at <https://mbusd.asp.aeries.net/air/>. 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. *Print and sign a copy of your completed on-line enrollment form.*
2. Once you have completed the online enrollment form, please bring your copy of the online enrollment form and all required enrollment documents to the Mira Costa High School administration office. All required enrollment documents can be found below with a checklist to ensure completion.

Thank you very much! We look forward to having your child join us in the 2018-19 school year!

New Student Enrollment Checklist

Name _____ Grade _____

If you are new to the Manhattan Beach /Hermosa Beach area and your student(s) will be attending our school 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 original and one copy of each item.)**

- New Student Enrollment Checklist
- Online Enrollment Form (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), hepatitis B, and pertussis booster (Tdap).
- Parent/Guardian's California Driver's License or ID Card
- Custody Documents (if applicable)
- Verification of Residence in Manhattan Beach/Hermosa Beach
Verification of residence in Manhattan Beach/Hermosa Beach must be established before a child can be enrolled. Verification of residence in Manhattan Beach/Hermosa Beach requires the following:
A minimum of three (3) original **current** utility bills (NO PHONE BILLS) indicating service in the parent's/guardian's name at the Manhattan Beach/Hermosa 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/rental agreement. (New residents must supply utility bills within 30 days of move-in date.)

If you have a lease/rental 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.

- Previous School Records/Grades
An "unofficial" copy of the student's transcript and withdrawal form from the previous high school is required if the student is an incoming 10th – 12th grade student, or a copy of last report card is required if the student is an incoming 9th grade student. This is required to assist with scheduling.
- Copy of Physical Fitness Testing
Copy of Fitnessgram for new 10th, 11th, 12th grade students coming from another California school.
- Mira Costa's Pre-Enrollment Form and Request for Records Form – Please download from www.miracostahigh.org – Under "Latest News," click on "New Student Enrollment." Click on "Required Enrollment Documents."
- Course Planning Sheet (incoming 9th grade only)
Please complete the 9th Grade Course Offering – Planning Sheet if the student is an incoming 9th grade student.

For 10th – 12th grade students: Failure to bring the above items prior to the appointment with the counselor will result in the appointment being cancelled and rescheduled.

For more information about Mira Costa, please visit our website at www.miracostahigh.org