New Students will need to provide all the following original documents (A, B, C) with the enrollment application. For students currently attending an SFUSD school, two proofs of home address only if they have recently moved.

A. Parent/Guardian’s Picture ID: Applications must be submitted in person by the Parent/Guardian

B. Proof of birth:
• Birth Certificate or
• Hospital record
(If the document does not contain the Parent/Guardian name, additional guardianship verification is required)

C. Proofs of home address:
Two proofs of home address that include the name and address of the Parent/Guardian
• One to two utility service contract, statement or payment receipts; from different agencies such as PG&E, water, cable, or garbage within 45 days (no cell phone bills will be accepted)
• Both automobile registration and auto insurance policy, must be current (count as one proof)
• Homeowner’s or renter’s insurance policy, must be current
• Property tax statement, must be current as assessment year.
• Correspondence from a government agency within 45 days
• Grant deed, title of property
• Rental property contract, lease, or payment receipts within 45 days
• Section 8 agreements, must be current
• Affidavit of residence executed by the parent or legal guardian of a pupil
• Pay stubs, within 45 days
• Voter registration, must be current

Submit your application in one of our satellite collection sites on the following dates:

- Tuesday, January 12, 2016: West Portal Elementary School, 5 Lenox Way, 94127, 4-7 pm
- Wednesday, January 13, 2016: Sutro Elementary School, 235 12th Avenue, 94118, 4-7 pm
- Permanent Satellite Collection Site: Leola Havard Early Education School, 1520 Oakdale Avenue, 94124, 8:30AM - 2:40PM

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