

2024-2025 Priority Enrollment Information

www.smuhsd.org/enrollment



When may families begin enrolling for the 2024-2025 School Year?

Priority Enrollment begins on November 6, 2023 and ends on February 9, 2024, through the online enrollment application through SchoolMint (<https://smuhsd.schoolmint.net/signup>).

Please visit www.smuhsd.org/enrollment for more information.

What are the benefits of Priority Enrollment?

Students who have completed the residency verification and on-line enrollment form during the Priority 1 Enrollment window will be eligible to:

- Receive priority assignment to their school of residence
- Apply for an Intradistrict Transfer (www.smuhsd.org/intradistrict) to another school within the District (applications can be done through SchoolMint (<https://smuhsd.schoolmint.net/signup>))
- Apply for a Sibling Transfer through SchoolMint (The sibling transfer will be automatically granted **if** the residency verification **and** online enrollment form have been completed during the **Priority 1 Enrollment Window**)

What happens if students enroll after the Priority 1 Enrollment window?

Incoming students enrolling after the close of the **Priority 1 Enrollment window (11:59 p.m. on February 9, 2024)** must still complete the residency verification and online enrollment form before receiving a school of assignment. Students enrolling after February 9, 2024:

- May be placed at a non-resident school at the discretion of the District if the resident school has reached its capacity
- May not participate in the sibling or Intradistrict Transfer program.
- May not participate in high school programming until cleared by the Office of Student Services.

How do families enroll a student?

- Complete the Online Enrollment form (<https://smuhsd.schoolmint.net/signup>) and upload the required documents (listed on the next page). Documents can also be emailed to enrollment@smuhsd.org.
- Our staff will review the information and documents you have submitted. We will verify that your enrollment is complete and send you an email confirmation. If additional information is needed, we will contact you.
- Once the residency verification and enrollment process is complete, students are eligible to apply for the intradistrict transfer and sibling transfer through the Enrollment application on SchoolMint (<https://smuhsd.schoolmint.net/signup>).
- Students residing in a **Shared Residence** or with a **Caregiver** must submit Shared Residency and/or Caregiver Affidavits, in addition to the required documents. **The Caregiver Affidavit must be notarized.** These forms are also available at the Office of Student Services or online: <https://www.smuhsd.org/Page/2317>.
- If you are unable to provide any of the required documents, please contact Student Services at 650-558-2251 or enrollment@smuhsd.org.

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Required Documents for Enrollment

All families will need to provide:

- Student's Birth Certificate, passport, Baptism Certificate or other form of Identification (ID) confirming student's legal name and date of birth
- Student's Immunization Records with TDAP vaccination & COVID-19 Vaccination card
- Transcripts if enrolling from Private School or Outside of the District
- Custody Documents, *as applicable*
- In addition, families must provide one form of documentation from each of the following groups:

Group 1: Parent/Guardian Identification	Group 2: Residency Validation	Group 3: Supplemental Residency Validation
<p>Parent/Guardian's:</p> <ul style="list-style-type: none"> • Valid Driver License <u>with</u> Vehicle Registration showing current address • Current CA ID • Current Military ID* • Current Passport* • Consular Picture ID 	<ul style="list-style-type: none"> • Current Rental/Lease Agreement with the following: <ul style="list-style-type: none"> ■ Parent/Guardian name, Name of Manager or Owner and telephone number • Current Property Tax Bill • Current Homeowner's or Renter's Insurance Policy • Shared Residency Affidavit** (Note: the Property Owner MUST also provide documents for each of the three categories) 	<ul style="list-style-type: none"> • State or Federal Tax Returns with W-2 attached and containing address within the district* • Payroll / Check Stub with name and address within the district* • Other recent correspondence from a government agency that shows the address within the district (e.g. Employment Development Department, Department of Social Services, etc.*) • Recent Voter Registration Card containing address within the district

*The social security number and income information must be removed from these documents before submitting.

*Students residing in a Shared Residence or with a Caregiver must submit the Shared Residency and/or Caregiver Affidavits, in addition to the above documents for BOTH the Parent/Guardian AND the Homeowner. The Shared Residency Affidavit and Caregiver Affidavits are available at the Attendance and Welfare Office or online at <https://www.smuhsd.org/Page/2317>. **The Caregiver Affidavit must be notarized.**

*The District reserves the right to request additional documents to determine residency or custodial issues.