ENROLLMENT/REGISTRATION OF EMPLOYMENT-BASED RESIDENTS

Parent/guardian presents a student at a school site for enrollment and uses a work address to verify residency

School site asks parents to take a completed “Employment Verification Form” along with the student’s birth certificate, immunization records, and last report card or transcript to Student Services and School Attendance for a school site assignment and disposition

SSSA reviews transportation policies regarding place of employment residency, annual employment verification, and advises the parent to notify their home district of their change of enrollment and gives the parent a disposition to take to the assigned school site with their enrollment documents

SSSA verifies employment, checks to make sure the adult is the student parent or guardian and that the place of the pupil’s home dwelling is not already in the CUSD boundaries, reviews enrollment at all Clovis Unified Schools and takes into consideration parent requests and assigns the student to a school

Parent/guardian goes to assigned school site with a disposition and enrollment documents and enrolls their student

The school site will keep a running record on a spreadsheet of the students that are at their site due to employment-based residency. The site will notify SSSA of all of the employment-based residents at their site regularly by submitting the spreadsheets to SSSA at assigned times

The school site will be responsible for collecting annual employment verifications and placing phone calls to businesses to verify that the information presented is valid. Collection should be completed by May 1st and phone verification by the end of school year

March 1st - SSSA will send out reminder letters to all employment-based residents to remind them to verify their employment through their school site by May 1st

The school site and/or parent will call SSSA to report change of employment status.

NOTE: Once assigned to a school and subject to the parent/guardian maintaining employment within the boundaries of the District, placement is valid through the 12th grade in the school’s attendance area.