
Child's Name

Birthday

In order for your child to attend the Ralph Richardson Center, you will need to bring the following documents in and have the enrollment packet completely filled out **before** they are able to start school. Thank you

Who may register?

*Any parent or legal guardian

*If the child is living with a relative, the relative **MUST** have legal guardianship.

*Students **MAY NOT** be registered by friends or friends of the family unless legal guardianship has been granted.

___ Birth Certificate

___ Immunization Records

1. A minimum of three doses of Polio vaccine is required. A fourth dose is required if the third dose was given **before** your child's **second** birthday.
2. A minimum of four doses of DPT vaccine is required. A fifth dose is required if the fourth dose was given **before** your child's **second** birthday.
3. A minimum of two doses of the MMR vaccine is required. Both must be on or after the 1st birthday.
4. Three doses of the Hepatitis B vaccine are required.
5. **FROM OUT OF STATE**- One dose Chicken pox vaccine if under 13. Two doses required if immunized on or after 13th birthday.

___ 2 Proofs of Residence

Current utility bill (i.e. SMUD, PG&E, or water bill)

AND

Rent/lease agreement, escrow papers or driver's license with current address

Residency will be verified annually through the use of emergency cards which will include a statement that the parent's signature notes their declaration of district residency of their child.

The forms listed below must be completed before your child enters a special education program here at our school (except for the Adapted Aquatics Participant Application). Please fill out all forms as completely as possible.

The Adapted Aquatics Participant Application (swim permission) form must be signed by a physician before the child can participate in the swim program. If you supply the doctor's phone number or fax number, we will fax the form for the doctor's permission. A Medication in School form must be signed by a physician if medication is necessary during the school day.

If your child has been in a similar Special Ed program, he/she may begin school as soon as transportation can be arranged (5 to 7 business days after transportation request form is received in the transportation office), or immediately if you can transport. If he/she has not been in a similar program, an Individualized Education Program (IEP) meeting must be held to determine placement.

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Enrollment forms required are as follows:

- Registration form
- Authorization for Exchange of Information
- Adapted Aquatics Participant Application
- Health Update
- Medication in School
- Home Language Surbey
- Transportation (white-to schedule bus)
- Transportation (salmon-emergency info for bus driver)
- 2 emergency cards
- Photo release form
- Title VII Student Eligibility

Also, after receiving the above mentioned documents, we will need to contact the previous school and school district, as well as any agencies such as Alta Regional or UC Davis to request cumulative folder, special education documents and any other relevant information that we may require. Please fill out the bottom portion to the best of your knowledge. Thank you

Prior School	Address, City & State	Phone#	Fax #
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Prior School District		Phone #	Fax #
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Agency Name	Phone #	Fax #
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Agency Name	Phone #	Fax #
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Agency Name	Phone #	Fax#
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