



Bayshore Preparatory Charter School  
 1175 Linda Vista Drive  
 San Marcos, CA 92078

<i>Office Use Only</i>	K-3
Rec'd:	Home K-8
Start Date:	BL 6-8
Teacher:	IS 9-12
Bayshore-Hemet Home school	Home K-12

## Student Enrollment Checklist:

Incomplete enrollment applications CANNOT be processed. Please make sure all required documentation is attached.

The Parent/Legal Guardian must submit the following documentation to Bayshore Preparatory Charter School (BPCS) to be considered for enrollment:

- **Completed Enrollment Application Packet**- attached (with Income Survey and Emergency Card)
- **One Form of Residency Verification** (utility bill with parent or guardian's name shown at the same address as student)
- **Copy of Student Birth Certificate**
  - Other acceptable "proof of existence" that can be used:
    - Copy of student's Social Security Card
    - Copy of student's Insurance Card
    - Copy of student's Baby Dedication card
    - Copy of student's Baptism Certificate
    - A parent-signed statement that his/her child was born on a given date/location
- **Copy of California School Immunization Record** (Yellow Card: Must have a record of **TDAP** Immunization)
  - Other acceptable proof of immunization:
    - Doctor's office or clinic where shots were given most recently. If shots were given in more than one clinic, this may take several phone calls.
    - California Immunization Registry: [www.ca-siis.org](http://www.ca-siis.org)
    - Copy from previous school
- **Unofficial/Official Transcript/Report Card** from previous school with checkout grades
- **Proof of Withdrawal** from previous school. You cannot withdraw from previous school and enroll at a new school on the same day. **DO NOT** withdraw if student has IEP/504 Plan and/or Discipline Records until Supplemental Requirements are met **and** BPCS registrar advises you to do so.
- **Health Check Form and Oral Health Assessment** (applicable for Kindergarten and 1<sup>st</sup> Graders)

### What Happens Next?

1. When you return the completed packet, and *if it is accepted for enrollment*, BPCS will set an appointment time for the student and parent/guardian to return together and meet with a Teacher.
2. If the student has an IEP/504 Plan and/or Discipline records, the Supplemental Requirements must be submitted prior to enrollment.

### Supplemental Requirements:

- **Copy of Current IEP/504 Plan** (if applicable)
  - Other required documents: **Current Psychological Report and/or Speech Reports**
- **All Discipline Records** (for any student who is requesting entrance to BPCS, and has ever been **suspended** or **expelled**, you must provide documentation for the Executive Director to review before enrollment is accepted).

Enrollment is not complete until you have received an appointment to meet with a Teacher and the Master Agreement is signed and completed.