

**ROOSEVELT ELEMENTARY SCHOOL
STEPS FOR ENROLLMENT – 2019-2020 SCHOOL YEAR
ALL GRADES TK THROUGH 5TH**

**STEP 1: VERIFY YOUR CHILD’S ELIGIBILITY TO ATTEND ROOSEVELT.
(SEE ATTACHED BIRTHDATE GUIDELINES)
GATHER YOUR PROOF OF RESIDENCY. (SEE REQUIREMENTS BELOW)**

<p><u>Property Owner</u></p> <ul style="list-style-type: none"> • Valid California Driver’s License/Identification with an address within the Roosevelt attendance boundaries, or a Government issued passport AND • Mortgage statement Or - Property tax payment receipt AND • One (1) utility service contract, statement or payment receipt* AND <p><u>Two (2) of the following:</u></p> <ul style="list-style-type: none"> • Additional utility service contract, statement or payment receipt • Pay check stub (with home address on it) • Voter registration • Correspondence from a government agency • Homeowners/Renters/Auto/Medical Insurance, Bank/Credit Card Statement <p><i>*Utility service contract/invoices must be within the last 45 days, and shows the service address. PDF's will be accepted, however, you will have 30 days from when you pick up your enrollment packet to provide the actual bill postmarked and mailed to your home.</i></p> <p>WE DO NOT ACCEPT PHONE OR CABLE BILLS, EMAILS OR SCREENSHOTS.</p>	<p><u>Property Renter</u></p> <ul style="list-style-type: none"> • Valid California Driver's License/Identification with an address within the Roosevelt attendance boundaries, or a Government issued passport AND • Rental property contract, lease, or payment receipt (indicating whether utilities are part of rental agreement.) AND • With - One (1) utility service contract, statement or payment receipt* AND <p><u>Two (2) of the following:</u></p> <ul style="list-style-type: none"> • Additional utility service contract, statement or payment receipt • Pay check stub (with home address on it) • Voter registration • Correspondence from a government agency • Homeowners/Renters/Auto/Medical Insurance, Bank/Credit Card Statement <p><i>*Utility service contract/invoices must be within the last 45 days, and shows the service address. PDF's will be accepted, however, you will have 30 days from when you pick up your enrollment packet to provide the actual bill postmarked and mailed to your home.</i></p> <p>WE DO NOT ACCEPT PHONE OR CABLE BILLS, EMAILS OR SCREENSHOTS.</p>
---	---

STEP 2: MAKE AN APPOINTMENT TO PICK UP AN ENROLLMENT PACKET.

On Friday, 2/8, at 9:00 a.m. the online appointment system will go live on the Roosevelt website <http://www.roosevelt.smmusd.org/> for you to pick up an enrollment packet. If you do not have internet access, laptops will made available to you in the front office, or you may make an appointment by calling our enrollment clerk, Sami Reilly at: 310-395-0941 ext. 68-202. **Picking up a packet, does not constitute enrollment.** At the time of your appointment, you must have all of the required proof of residency. Please, **do not make an appointment to pick up an enrollment packet, if you do not have all of the requirements listed.** We will not accept partial proof of residency. If you are not prepared with all of the required documents, you will be asked to reschedule your appointment.

**ROOSEVELT ELEMENTARY SCHOOL
STEPS FOR ENROLLMENT – 2019-2020 SCHOOL YEAR
ALL GRADES TK THROUGH 5TH**

STEP 3: BE SURE YOUR IMMUNIZATION RECORD IS UP-TO-DATE, OR WILL BE AT THE TIME OF YOUR APPOINTMENT. (SEE PARENTS' GUIDE TO IMMUNIZATIONS REQUIRED FOR SCHOOL ENTRY) BE SURE YOU HAVE YOUR CHILD'S PROOF OF BIRTH (BIRTH CERTIFICATE, PASSPORT, HOSPITAL CERTIFICATE)

STEP 4: MAKE AN APPOINTMENT TO RETURN YOUR COMPLETED ENROLLMENT PACKET TO ROOSEVELT.

On Friday, 4/5 at 2:00 p.m. the online appointment system will go live on the Roosevelt website <http://www.roosevelt.smmusd.org/>. **Enrollment is on a first-come, first served basis.** Your child will not be enrolled until all of the requirements are met and the front office signs off on your packet. If you do not have, or are missing any of the required documents at the time of your appointment, you will be asked to reschedule. **Please be prepared.**

STEP 5: IF YOU ARE THE PARENT OF AN INCOMING KINDERGARTEN STUDENT, SIGN UP FOR A KINDERGARTEN ASSESSMENT DATE. (IF YOU ARE NOT THE PARENT OF AN INCOMING KINDERGARTEN STUDENT, PLEASE GO ON TO STEP 6)

On Friday, 4/5, at 2:05 pm. the online appointment system will go live on the Roosevelt website <http://www.roosevelt.smmusd.org/> for you to sign up for a Kindergarten Assessment. (This is an informal assessment of your child) While your child is in the assessment with our kindergarten teachers, parents will meet with the principal. **Assessment dates are: Thursday, 5/16, Tuesday, 5/21 or Thursday, 5/23. (Choose one date)**

STEP 6: AT THE TIME OF YOUR APPOINTMENT TO RETURN YOUR CHILD'S ENROLLMENT PACKET, PLEASE LET US KNOW IF YOU ARE INTERESTED IN CHILDCARE.



SANTA MONICA - MALIBU UNIFIED SCHOOL DISTRICT

Transitional Kindergarten and Kindergarten Round-Up Spring 2019

SCHOOL	DATE	TIME
Santa Monica Alternative School House (SMASH)	A multi-age K-8 alternative school offers periodic tours. Call 310.396.2640 for application and enrollment information. http://smash.smmusd.org/admissions.html	
Juan Cabrillo (Malibu)	January 31, 2019	8:30 a.m.
Edison Language Academy (Santa Monica)	Edison Language Academy School is a Spanish Immersion K-5 school. Call 310.828.0335 to arrange a tour, orientation, and receive enrollment information.	
Franklin (Santa Monica)	February 7, 2019	8:00 a.m.
Grant (Santa Monica)	February 7, 2019	8:00 a.m.
McKinley (Santa Monica)	February 7, 2019	8:00 a.m.
John Muir (Santa Monica)	February 7, 2019	9:00 a.m.
Point Dume Marine Science (Malibu)	January 31, 2019	8:30 a.m.
Will Rogers (Santa Monica)	February 7, 2019	8:30 a.m.
Roosevelt (Santa Monica)	February 7, 2019	8:00 a.m.
Webster (Malibu)	January 31, 2019	9:30 a.m.

For Santa Monica and Malibu Residents

- Kindergarten Orientation, Tours, and Registration
- Meet the Kindergarten Teachers
- Meet the Principal
- Visit Classrooms
- Find Out About Before and After School Care

Contact your school of residence for enrollment and residency documentation requirements.

1651 16th Street, Santa Monica, CA 90404 * 310.450.8338 * Fax: 310.581.1138
www.smmusd.org