

Alameda Unified School District Steps to Online Registration

Welcome to Alameda Unified School District. Alameda Unified School District's Internet Registration allows you to quickly start the process of enrolling a student for school. Information about the student such as emergency contacts, medical and language information will be collected. Upon completion, the student's information is electronically sent to the enrollment office.

Your student *WILL NOT BE ENROLLED* until you have completed the enrollment appointment with Student Services.

To get started go to www.alameda.k12.ca.us Please use **Internet Explorer** to open and run site.

1. Click on the **Enrollment Information** tab on the left side of the screen.
 - This is the Student Services Enrollment Home Page.
2. In the right hand upper corner is the Enrollment Links box, click on Identify Your Neighborhood School and enter your address. You will enroll your student into this school.
3. Next click the Online Enrollment link to start the enrollment process.
4. Click Enroll A New Student, please use a Yahoo or Gmail email account.
5. Choose the 2015-16 school year.
6. Follow directions given to complete online registration, open your email confirmation to finish registration.
 - Please check your Spam folder.
 - If the link does not work, try using Login tab (after you click on Online Enrollment).
7. Print a copy of your online registration verification to bring to your appointment.
8. Go back to the AUSD website Enrollment Information page again.
9. In the Enrollment Links box click on Make an Enrollment Appointment.
 - Appointments are MANDATORY. Please make 1 appointment per student.
10. Choose a day and click on the words AUSD Enrollment to find an available appointment time.
11. Click on the time you want and enter your information then click Book. Please print this page.
12. Gather all your documents needed for your enrollment appointment.

Parent/Guardian must bring the following documentation (Originals):

1. Completed copy of your Online Registration confirmation. Print a copy for AUSD.
2. Child's Original or Certified Birth Certificate (or a passport or certified baptismal certificate)
3. Child's Immunization Records (for the following immunizations: Polio, DTP, Measles, Mumps, Rubella (MMR), Varicella (Chicken Pox), and Hepatitis B) **IMPORTANT NO SHOTS – NO SCHOOL** Your child will NOT be able to start school in August until you have provided documentation of ALL required immunizations.
4. Child's Grades, Progress Report, or Transcript (does not apply to new Kindergarten enrollments)
5. Parent/Guardian's Current Government Identification (ID, Driver's License, or Passport).
6. A Property Deed (or most recent Property Tax Bill) or a Current Rental Agreement (with the following: Parent/Guardian name, students name(s), name of owner or manager and telephone number - sub leases will not be accepted)
7. PG&E, Alameda Power and Telecom (electricity), Water or Garbage bill *ONLY (no cable or internet)*

IF ALL REQUIRED DOCUMENTS ARE NOT BROUGHT TO THE ENROLLMENT APPOINTMENT YOU WILL BE REQUIRED TO SCHEDULE ANOTHER APPOINTMENT.