



## NEW STUDENT REGISTRATION FOR THE 2022 - 2023 SCHOOL YEAR

### New Student Priority Online Registration

**Dates: Beginning at 8:30 AM on December 6<sup>th</sup>, 2021 - December 10<sup>th</sup>, 2021.**

1. Students with siblings already enrolled in their home school will be guaranteed placement at that school pending documentation verification and enrollment during the Priority Online Registration period.
2. Students enrolling in their home school during the Priority Online Registration period will be given top priority for enrollment in their home school (second to those students enrolling with siblings attending their home school – see #1 above).

- Children entering kindergarten must be 5 years old by September 1, 2022, and live within the boundaries of their home school.
- Transitional Kindergarten, if your child turns five years of age on or between September 2, 2022 and February 2, 2023, you may only enroll in the TK program.
- If you are unsure of your home school, please view the HCSD website <http://www.hcsdk8.org>.
- Registration process for new students that live within the boundaries of Hillsborough entering grades K thru 8 will be ongoing throughout the summer.
- Students are enrolled after the registrar has verified registration documents and is on a first come first serve basis.
- **Please scan and email the required documents below to [registration@hcsdk8.org](mailto:registration@hcsdk8.org) to register.**

#### Required Documents to register your child:

1. **Proof of Birthdate provide one of the following:**
  - Certificated copy of the birth record
  - Statement by the local registrar or county recorder certifying the date of birth
  - Baptism certificate
  - Passport
  - Affidavit of the parent, guardian, or custodian
2. **Your child's completed immunization records/booklet**
  - Proof of immunizations received to date. This document must include the student's first and last name and date of birth. For more detailed information about immunizations for school, please visit the Shots for School website at [shotsforschool.org](http://shotsforschool.org)
3. **Proof of Residence provide three (3) of the following:**
  - Property tax payment receipt
  - Rental property contract, notarized lease agreement, or payment receipts
  - Pay stubs
  - Voter registration
  - Correspondence for a government agency
  - Declaration of residency executed by the parent or legal guardian of the student
  - Auto or home insurance
  - Last year's taxes

#### Steps to Complete Registration Process:

- **STEP 1:** Gather all required registration documents
- **STEP 2:** Email all required registration documents to [registration@hcsdk8.org](mailto:registration@hcsdk8.org)
- **STEP 3:** Enrolled students will receive a link to the registration google form once all the required documentation has been scanned and emailed to [registration@hcsdk8.org](mailto:registration@hcsdk8.org). Once the google form is completed and submitted, the Parent/Guardian will receive the New Student Information Form through PowerSchool enrollment.

**If you have questions about registration, please call Margaux Mansfield, District Office Registrar at (650) 342-5193 or email [registration@hcsdk8.org](mailto:registration@hcsdk8.org).**