



NEW STUDENT REGISTRATION FOR THE 2023 - 2024 SCHOOL YEAR

New Student Priority Online Registration

Dates: December 5, 2022 - December 9, 2022

If you are registering a child that currently has a sibling in the home school you are registering for during the priority window, you are guaranteed your home school.

If you are registering a child that does not have a sibling in your home school during the priority window, you will have the highest priority to be enrolled in your home school.

- Children entering kindergarten must be 5 years old by September 1, 2023, and live within the boundaries of their home school. If you are unsure of your home school, please view the HCSD website <http://www.hcsdk8.org>.
- The 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 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

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
- **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. 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.