

Enrollment Information 2018-2019 School Year

Students wishing to attend Hancock Park Elementary (HPE) are required to live within HPE'S attendance area. To determine if you live in our attendance area, please go to LAUSD's School Finder to check your address. The administration diligently verifies the address information of all incoming and currently enrolled students. Students with falsified addresses will immediately be transferred to their home school.

If HPE is your home school (school of residence), simply come to the office and enroll your child. If HPE is not your home school, please contact the office for enrollment information for non-resident students. The office is available to assist you with enrollment between 9:00 a.m. to 11: a.m. and 1:00 p.m. to 3:00 p.m.

The HPE Office will be closed:

Thursday, June 7th due to last day of school procedures

Monday, June 25th through Tuesday, July 31st

Tuesday, August 14th due to first day of school procedures.

YOU MUST BRING THE FOLLOWING DOCUMENTS WHEN YOU PICK UP THE ENROLLMENT PACKAGE:

1. **Parent Identification Card or Passport**
2. **Student's Birth Certificate or Passport**
3. **Lease Agreement or Current Utility Bill.** [LAUSD does not accept telephone bills or driver's licenses as proof of residence. Any documentation offered as proof of residence must show the name of the parent/legal guardian, a current date and the residence address.

(Resource: LAUSD's Attendance Manual Policy & Procedures... [March 2013Version 3.0], Appendix D-1a).]

WHEN YOU RETURN THE ENROLLMENT PACKAGE, YOU MUST SUBMIT IT WITH THE FOLLOWING ORIGINAL DOCUMENTS (PLEASE NOTE: INCOMPLETE ENROLLMENT PACKAGES WILL NOT BE ACCEPTED):

1. **Lease Agreement or Current Utility Bill** (Gas, Electric or Water Bill). LAUSD does not accept telephone bills or driver's licenses as proof of residence. Any documentation offered as proof of residence must show the name of the parent/legal guardian, a current date and the residence address.
(Resource: LAUSD's Attendance Manual Policy & Procedures... [March 2013Version 3.0], Appendix D-1a).]

2. **Student's Birth Certificate or Passport**

3. **Immunization Card:**

Immunization Requirements – Transitional Kindergarten through Fifth Grade (LAUSD BUL-1660.8):

- A. OPV or IPV: 4-6 years old: 4 doses (3 doses OK if one was given on or after 4th birthday); 7-17 years old: 4 doses (3 doses OK if one was given on or after 2nd birthday)
 - B. DTP: 4-6 years old: 5 doses of DTap, DTP, or DT (4 doses OK if one was given on or after 4th birthday); 7-17 years old: 4 doses of DTap, DTP, DT, Tdap, or Td (3 doses OK if last dose was given on or after 2nd birthday)
 - C. MMR or MMR-V: 4-6 years old: 2 doses (Both given on or after 1st birthday. Only one dose of mumps and rubella vaccines are required if given separately); 7-17 years old: 1 dose (Dose given on or after 1st birthday. Mumps vaccine is not required if given separately.)
 - D. Hep B or HBV: 4-6 years old: 3 doses
 - E. Varicella (chickpox, VAR, MMR-V, or VZV): 4-6 years old: 1 dose; 7-17 years old: 1 dose for ages 7-12 years
4. **Physical Exam: Pink CHDP card** must be signed and stamped by the Doctor's Office
 5. **Oral Health Assessment Form** must be signed and stamped by the Dental Office
 6. **PAR and Report Card** if your child is transferring from another LAUSD school.
 7. **Current Grade or Report Card** if your child is transferring from another School District, State of Country./
 8. **IEP (copy) for Special Education** if your child has an IEP.

THE FIRST DAY OF SCHOOL IS AUGUST 14 2018. ROOM ASSIGNMENTS WILL BE POSTED ON THE YARD.
WE LOOK FORWARD TO SEEING YOU!!