

EAGLE ROCK ELEMENTARY & MAGNET CENTER
ENROLLMENT PROCEDURES FOR 2020-2021
(323) 254-6851
eaglerockelementary.org

Applications Available	<input type="checkbox"/> At school (hard copy): 10AM-2PM If you can't come during this time slot, please call for an appointment. <input type="checkbox"/> On website eaglerockelementary.org Fillable PDF documents that need to be printed and brought to school.
Communication if you have questions	<ul style="list-style-type: none"> • Call Eagle Rock Elementary and leave a message (323) 254-6851. This will generate a voice-to-text message for office staff. Speak clearly and include a callback number. • Ms. Ramos or Ms. Colombo, or someone else if appropriate, will return your call within 24 hours by call, text or email.
Completed packets may be dropped off at school	Fair Park entrance: In a drop-off box in main entryway. Look for 3 boxes: 1-Kinder; 2-Magnet; 3-All Other Grades (ETK, TK, 1-6) Two options: Leave packets with copies attached or bring originals between 10AM-2PM and staff will make copies for you.

PROCEDURES FOR PROCESSING APPLICATIONS AFTER DROP OFF

STEP 1	Office staff will review packets that have been dropped off. They will review to make sure all parts of packet are completed.		
If you have attached:		If you have NOT attached:	
<input type="checkbox"/> Copy of birth certificate <input type="checkbox"/> Copy of acceptable documents for address verification		<input type="checkbox"/> Copy of birth certificate <input type="checkbox"/> Copy of acceptable documents for address verification	
Step 2	Office staff will review attachments for age verification and address verification to ensure they are acceptable.	Step 2	Office staff will make an appointment for you to come and bring in your documentation
Step 3	If all needed documents are attached and verified by staff, student will be enrolled	Step 3	Office staff will review your documentation and verify it's acceptable in order to proceed with enrollment
Step 4	Family will receive a call or email verifying enrollment has been completed. Until you receive this call and/or email, your enrollment is not guaranteed.	Step 4	Office staff will confirm enrollment at the time of appointment

**NO CHILD SHOULD BE CONSIDERED ENROLLED UNTIL
 VERIFIED BY OFFICE STAFF THAT ENROLLMENT IS COMPLETE**

DOCUMENTS

PACKETS INCLUDE:	ADDITIONAL ATTACHMENTS FOR ENROLLMENT:
<ul style="list-style-type: none"><input type="checkbox"/> LAUSD Student Enrollment Form <input type="checkbox"/> LAUSD Student Emergency Information Form <input type="checkbox"/> LAUSD Student Housing Questionnaire	<ul style="list-style-type: none"><input type="checkbox"/> Proof of Residence-DWP or Gas Company utility statement, mortgage statements that include parent name/s, or official government documents. Phone bills or rental receipts will not be accepted. <input type="checkbox"/> Proof of Student's Age-Original birth certificate, passport, or baptismal certificate. Hospital issued certificates WILL NOT be accepted. <input type="checkbox"/> Parent Identity Verification-Official ID, driver's license or passport. <input type="checkbox"/> Proof of Immunization-Provide if you have it. If you are waiting for doctor offices to open due to COVID closure, you can provide this later.