



Sweetwater Union High School District
Palomar High School
 480 Palomar Street
 Chula Vista, CA 91911-3098
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MOTIVATE - EDUCATE - GRADUATE

Principal: Karen T. Hernández • Assistant Principal: Jason Josafat

Dear Parent(s) or Guardian(s):

It is time to begin the Online Registration/residency verification for the 2018-2019 school year. The Online Registration process and verification of residency is a requirement for all students and must be completed before students can be registered for classes at Palomar High School for the upcoming school year. We hope to make this as easy as possible for you and are asking for you to follow the process below:

1. Step 1: Online Registration through “Infinite Campus”

- You have received a letter from The Sweetwater Union High School District with instructions on how to create your “Parent Portal Account” and complete Online Registration for your student(s).
- This letter will contain your Username and Password and detailed instructions on how to complete the process.
- You need to update your students’ demographic and contact information such as the address, phone #, and emergency contacts.
- The Online Registration can be completed at home on any computer with internet access (mobile devices are not recommended).
- **If you have not received the letter from the district or are unable to complete the Online Registration process at home, computer assistance will be provided at Palomar High School during the “Proof of Residency” times and dates listed below.**

2. Step 2: Residency Verification

Once you have completed the Online Registration, please complete the attached residency affidavit, write down your confirmation number and bring along with your proof of Residency Documents (please see back of this letter for a list of acceptable documents).

Proof of Residency must be provided at one of the Dates and Times below in order to ensure your student’s continuing enrollment and course selection for the 2018-2019 school year. A parent/guardian must bring in the residency documentation.

<u>Proof of Residency Dates and Times</u>		
	AM	PM
Tuesday, Apr. 24, May 1, 8, 15	9:00-12:00	1:00-4:00
Thursday, Apr. 26, May 3, 10, 17	9:00-12:00	1:00-4:00

PROOF OF RESIDENCY DOCUMENTS

THE ONLY ACCEPTABLE PROOF OF RESIDENCE DOCUMENTS ARE LISTED BELOW. PLEASE PROVIDE ONE (1) OF THE FOLLOWING AND THE PRINTED RESIDENCY AFFIDAVIT:

(Must be dated within last 60 days)

- Closing Escrow-papers, mortgage book or statement
 - Lease Agreement/Rental Contract with Landlord's name, address and telephone number **and** current receipt
 - Letter on apartment complex or mobile home park letterhead, signed by the landlord, stating that parent/guardian/caregiver lives there **and** current rent receipt
 - Utility bill: Gas & Electric, Water, Cable TV, Trash or Sewer; - must present bill with name, residence address, and current date. (**Statement portion stating residence service address**).
- No phone or cell phone bills**
- Residence insurance statement; Verification of Social Service

Proof of Residency document must be an original, have the same name and address as the affidavit and must be dated within 60 days of the date on the affidavit.

CAREGIVERS: If the student is **NOT** living with his/her parent(s); a signed **CAREGIVER'S AUTHORIZATION AFFIDAVIT** is required in addition to the residency affidavit. Caregiver needs to come to main office at Palomar High School to complete appropriate documents. Original proof of residence of the Caregiver is also required.

JOINT RESIDENCY: If the family is residing in a Joint Residency situation, the owner of the residence must also be present at Palomar High School at the time this affidavit is presented. Joint Residency forms are available in the Main Office.

Back-to-School packets will be given to parents when they have completed the Proof of Residency process for the 2018-2019 school year.

Back-to-School packets will **NOT** be mailed home.