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## HERITAGE HIGH SCHOOL ONLINE ENROLLMENT

## **Documents Required for Enrollment**

- Student's birth certificate or passport
- Student's immunization records
- Parent/guardian photo ID (Valid State issued ID, Passport, Military ID or Voting Card)
- 2 forms of residency verification see below for list of documents accepted
- Student's IEP or 504 if applicable
- Student's transcript if they have attended any other high school
- Student's exit grades from previous high school (if enrolling before end of semester)

## **Enrollment Process**

- Visit our District Website: www.luhsd.net
- Click "Online Enrollment" on the menu to the left (if using a desktop computer)
- Scroll down to "Click Here to Start" and select
- Click "Enroll a New Student" on the bottom right
- Select the School Year: Current school year or Pre-Enrollment for upcoming school year
- Create Aeries Online Enrollment account (You must create a new account, do not login with Aeries parent portal credentials)
- Provide information requested on each page and upload all required documents
- Once complete click "Finish and Submit"
- You will be notified via email if application is incomplete
- Current year enrollments will be contacted by registrar for students start date
- Pre-enrollments will be notified in the summer regarding walk-thru information and dates

## **Residency Verification**

- Residency documents must be originals, current and include parent/guardian's name and address
- Mortgage statement\*, close of escrow or property tax bill can be requested here: taxinfo@tax.cccounty.us
- Rental agreement must provide entire document with signatures and owner's contact information
- DMV vehicle registration
- Payroll stub or check\*
- State or Federal tax return or W-2 issued within the last 12 months
- PG&E or City water or garbage bill only <u>ONE</u> can be used\*
- Communication from a government agency\*
- \*must be issued within the last 30 days