

# ENROLLMENT REQUIREMENTS - POST ADMISSION

El Camino Real Charter High School

Woodland Hills, CA 91367

Admissions Office

[admissions@ecrchs.net](mailto:admissions@ecrchs.net)

Tel: (818) 595-7522 ■ Fax: (818) 710-9023

Online Registration: <http://eoe.ecrchs.net>

## **PARENT/LEGAL GUARDIAN MUST BE PRESENT TO ENROLL STUDENT**

*Once a student is admitted through the lottery procedure, the following documents are required to continue enrollment:*

### **Immunization Record**

- Up-to-date, detailed proof of immunizations (vaccine record)

### **Student Age Verification**

- Birth certificate *or*
- Hospital Copy of Live Birth

### **Proof of Legal Custody/Guardianship (if applicable)**

- Legal Guardian must provide certified copy of the most recent court order regarding custody or guardianship. The guardian is responsible for immediately informing the school of any changes to court orders. ECRCHS reserves the right to request proof of legal custody in situations involving multiple adults claiming control of the same student.

*In order to provide appropriate placement and services for the student, the following documentation is requested:*

### **Transcripts/Transfer Grades**

- Incoming 10th-12th graders: Unofficial transcript
- Incoming 9th graders: Any 8th grade report card
- Transfer students: progress grades from last school **AND** unofficial transcript

### **Special Education Services:**

- Most recent copy of student's IEP/504 plan, if available, if student currently receives services for an IEP or 504 plan
- Most recent copy of the student's IEP, if available, if your student has exited special education services in the past school year