

ENROLLMENT REQUIREMENTS

El Camino Real Charter High School

Woodland Hills, CA 91367

Admissions Office

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

Proof of Residency - Legal and Verifiable - Examples of verifiable proof of residency:

- Permanent California Driver's License/ CA State I.D Card **AND two of the following items, dated within the past three months:**
- Original Gas **AND** Electric bills with same parent name and address at the top of the bill.
- Property tax payment receipts
- Pay stubs with address
- Voter registration
- Correspondence from a government agency

If you are unable to provide any of these documents, please refer to our enrollment page on the ECR Website.

Please note that P.O. boxes and business addresses are not accepted.

Residence must be the sole, primary residence of the student and the custodial parent/guardian.

Once residency has been determined, 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