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## REGISTRATION REQUIREMENTS / REGULATIONS

Please read all the registration requirements carefully and bring all required documentation to your appointment. TK-8 families: Placement in your school of residence is not guaranteed. Placement is based on space availability.

**All foreign documents including immunizations record, transcript, and birth certificate must be officially translated.**

In order for a student to be enrolled in the Arcadia Unified School District, the family must meet all registration requirements. Note: School entry will be delayed until all requirements are met.

The following documents must be presented at the time of enrollment:

1. **RESIDENCY VERIFICATION:**

- TWO (2) proofs of residency, ONE (1) from each category (Categories A and B)  
OR
- THREE (3) proofs of residency from **either** category (A or B) are required.

All documents to be used for verification must be original and current within 30 days of the present month.

**Category A**

- Gas Bill
- Edison Bill
- Cable Bill

**Category B**

- Auto Registration
- Car Insurance Statement
- Health Insurance Statement
- Bank Statement
- Pay Check Stub
- State or Federal Income Tax Forms
- Letter from AFDC Social Worker

2. **AGE VERIFICATION Must be original copy (*choose one*):**

- Original County or State Birth Certificate
- Hospital Certificate
- Alien Registration Card
- Baptismal Certificate

3. **IMMUNIZATION RECORDS** Up-to-date, original immunization record stamped and signed by a physician (*choose one*):

- Yellow California Immunization Record
- Doctor Records
- School Medical Record

4. **TRANSCRIPT or Report Card:** To ensure proper grade level placement per Arcadia Unified School District Board Policy, all students must provide transcripts or grade reports.

**MONROVIA HEALTH CENTER**  
330 West Maple Avenue  
Monrovia, California 91016  
(626) 256-1600

**IMMUNIZATION HOURS**

Closed on Tuesdays and Holidays

***Mondays, Wednesdays, Fridays***

8:00am – 10:00am, 12:30pm – 3:00pm

**Thursdays**

12:30pm – 3:00pm

**CHILDREN MUST BE ACCOMPANIED BY PARENT OR LEGAL GUARDIAN**

**Please bring all previous Immunization Records if available.**

**Students may be excluded if immunizations are not up to date.**

***Monrovia Health Center is located one (1) block north of Huntington Drive between Mayflower and Magnolia.***