

Shasta Collegiate Academy

2200 Eureka Way, Bldg. 303 Redding, CA 96001

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Deborah Bayley, Alternative Education Secretary and Registrar Ext. 10547

ENROLLMENT CHECKLIST:

To begin your request for enrollment you must provide the following documentation:

- **INTRA/INTER DISTRICT ATTENDANCE APPLICATION**

INTRA: If the student lives inside the Shasta Union High School District attendance area an Intra-District application is required.

INTER: If the student lives outside the Shasta Union High School District attendance area an Inter-District application is required.

- **CURRENT TRANSCRIPT**

- **IMMUNIZATION RECORD**

- **MOST RECENT IEP or 504 PLAN**

- **LEGAL DOCUMENTATION**

1. If you are not the students' birth parent, proof of Legal Guardianship is required.
2. If parents/guardians have joint custody of a student they must provide court documentation defining the legal and physical custody arrangements and educational rights of each parent/guardian.
3. If there is an active restraining order, detailed legal documentation is required.
4. Court documentation must be provided if there is an order for limited or supervised contact with a non-custodial parent, grandparent, foster parent, etc.

- **These records may be transferred electronically, provided, your student attends Enterprise, Foothill, Pioneer or Shasta High Schools.*

NEXT STEPS:

The INTRA/INTER District Attendance Application form must **first** be signed by the student's Counselor at their school of residence. If you need assistance in determining your student's school of residence, we will be happy to assist you in getting that information. Once you have attached the documents from the checklist above to your INTRA/INTER and it has been signed by the Counselor, it will be forwarded to the Principal for review & signature. If your INTRA/INTER is approved our school will call you to schedule an enrollment appointment. **Please DO NOT check your student out of their current school until their enrollment request has been approved, and you have a scheduled enrollment appointment with our school.** If you have any questions about our school or the enrollment process or would like to check the status of your INTRA/INTER please call our main office at (530) 245-2760.