

Frequently Asked Questions by Newcomers to Woodbridge High School

The following information is provided to assist you through the enrollment process at
Woodbridge High School - Irvine Unified School District (IUSD)

Spring 2019

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1. [What are the Required Documents?](#)

- Scroll down to question #18, "[What Information & Materials Must I Bring With Me to Register?](#)" at the end of this FAQ list.
- Or go to our IUSD district website (<http://www.iusd.org/enrollment/RequiredDocuments.html>)

2. [Do I need an appointment to verify enrollment and complete enrollment at WHS for the 2018/2019 school year?](#)

- No. Enrollment walk-in hours at WHS Counseling Department are **8AM – 11:30AM** during most school days. The office is closed until 10:15AM during Late Start days and closed on all school holidays and vacation breaks.
- Enrollment will not be completed until documentation and residency has been verified by WHS enrollment staff.
- Newcomers must complete Aeries Air Registration/Web Enroll before bringing required documents to enroll at the WHS Counseling Department.

3. [What if I am a returning student?](#)

- If you have ever attended an IUSD school (pre-school thru 12th grade), you are a returning student.
- DO NOT WEB ENROLL. You will need to state the last grade and/or school year you last attended in IUSD.
- Bring in verification of residence and required documents (see below) to WHS Counseling Department.
Enrollment walk-in hours are 8AM - 11:30AM during most school days. The office is closed until 10:15AM during Late Start Days and closed on all school holidays and vacation breaks.

4. What if I am a newcomer?

- If you have never lived in Irvine before and/or have never attended an Irvine school at any time prior to this, you would enroll as a newcomer. Your first step would be to web enroll at <https://www.iusd.org/apps/air/>. Once you have web enrolled, print out the document and bring it in to WHS during the walk-in enrollment **hours (8:00AM-11:30AM M-Th or on Late Start days, 10:15AM -11:30AM)**.

5. Where do I go to WEB ENROLL?

- For students new to the district, an on-line data entry process is available at <https://www.iusd.org/apps/air/>. You must have a valid address in the city of Irvine to use this system. **Verification of residence and immunizations is required prior to completing the entire enrollment process.** Additional information will be required by the school.

6. What do I do after I WEB ENROLL?

- Print a copy of the web enrollment request and bring all required documents (**and original + one copy**) to the WHS Counseling Department (H102) during the enrollment walk-in hours.
- **Enrollment walk-in hours are 8AM - 11:30AM** during most school days. The office is closed until 10:15AM during Late Start Days and closed on all school holidays and vacation breaks.

7. What is the minimum or maximum age for enrollment at WHS?

- Any student who has reached his/her 15th birthday must be enrolled at high school.
- Students shall be entitled to only four consecutive academic years (eight semesters) of high school experience.
- Students with appropriate records are placed according to appropriate year of high school. Students without records shall be placed by age.
- Any student who is 18 and cannot graduate by June, may be referred to Adult Education, San Joaquin High School or the Community College system.

8. Is language testing required?

- Language testing is required if a language other than English is spoken in your home. If your student was language tested at his/her previous California school, please obtain/present your most current CELDT or ELPAC (official English proficiency test) results when you meet with the WHS enrollment clerk. Ask your previous school for these test results.
- If you have not been language tested prior to enrolling at WHS, The WHS enrollment clerk will help you make the necessary appointment after verification of enrollment has been established. (The test may take 2+ hours to complete.)

9. May I enroll in a school other than our neighborhood school?

- Please contact the IUSD Student Services Department at 949-936-5171.

10. What if I am currently attending another Irvine high school and have moved into the WHS boundaries?

- You may transfer at **semester breaks only**. Parent/guardian must provide proof of residency to WHS before acceptance.

11. Do I have to switch IUSD high schools if I have moved within IUSD attendance boundaries?

- Please contact the IUSD Student Services Department at 949-936-5171.

12. Can my child attend school in Irvine if I don't live in IUSD attendance boundaries?

- Please contact the IUSD Student Services Department at 949-936-5171.

13. Can anyone attend summer school?

- Please contact the IUSD's District Office at 949-936-5000 for summer school eligibility information.

14. Does IUSD have a Foreign Exchange Student Program?

- Please contact the IUSD Student Services Department at 949-936-5171.

15. Is my address in the WHS attendance area?

- Please enter your home address into IUSD's school locator program at: <http://locator.decisioninsite.com/?StudyID=172319>

16. When does enrollment open for the next school year? (2019/2020)

- Please note that the student must be physically living in the WHS attendance area at the time of enrollment processing.
- On March 8th the 2019/2020 enrollment portal will open for those who are new to the district. Please visit <https://www.iusd.org/apps/air> and complete the online registration. If your student previously attended an IUSD school, you do not have to re-enter your student's information in the enrollment portal. Please let the WHS enrollment clerk know that your student previously attended an IUSD school.
- Enrollment at the school site is a multi-step process. Enrollment processing and class selection at the school site involves two steps. The first step is for parents only to come in and provide/complete enrollment paperwork for their student. The second step, a course selection appointment, will be arranged once the enrollment paperwork is in order. The enrollment clerk will arrange the course selection appointment. Both the parent and the student should attend the course selection appointment. Course selection appointments will be conducted in May.
- Incoming private school freshman, returning IUSD students, and new to IUSD students class enrollment will begin on/after March 11th for the 2019/2020 school year. Please note: Walk-in Enrollment hours are 8:00a.m. – 11:30a.m. M-F during most school days. When all documents are deemed to be in compliance, either a May course selection appointment with a WHS Counselor will be made, or a Language Development Programs Department ELPAC (language test) appointment will be made for on/after July 1st.
- Incoming private school freshman, returning IUSD students, and new to IUSD students who move in and/or contact WHS after June 6th and wish to enroll for the 2019/2020 school year, must conduct their enrollment process at the District's Summer Enrollment Center during the summer months. Please check www.iusd.org/enrollment for updated information. Course selection for these students will take place in August, prior to the first day of school.

17. What Information & Materials Must I Bring to Register?

PLEASE PROVIDE AN ORIGINAL + ONE COPY OF ALL DOCUMENTS WHEN YOU COME TO WHS TO ENROLL

A copy of the Online Enrollment data is required for all students **new to the IUSD attendance**.

To WEB ENROLL go to <https://www.iusd.org/apps/air/>

***DO NOT web enroll** if you are a **returning IUSD student**. Please state the last year and school you attended in IUSD.

Verification of Identity of parent, licensed foster parent, or **CA Superior Court-appointed legal guardian only**. A **Drivers License** (any photo drivers license is permitted) or **passport with photo I.D.**

Verification of residency inside IUSD of parent, licensed foster parent, or California Superior Court-appointed legal guardian.

For initial enrollment, two forms of residence verification are required from those listed below: NOTE:

- **Electric bill** (both top and bottom parts, in English) or verification of electrical service connection.**
- **Southern California Gas bill** (both top and bottom parts, in English) or verification of gas service connection.**
- **Current Cable/Internet bill** (both top and bottom parts, in English) or verification of cable/internet service connection.**

- **Current Water bill** (both top and bottom parts, in English) or verification of water service connection.**
- **Current Waste Management bill** (both top and bottom parts, in English) or verification of waste management service connection.**
- **Current Social Services documents**
- In the case of UCI Housing, an **official UCI document** asserting the person resides in student housing, which usually covers gas and electric.

**** Note:** In the event a utility service connection (a.k.a. a "Letter of Service Connection" is used as proof of residency, then a utility bill (both parts, in English) must be provided **within 45 days** to assure continued enrollment.

All verification documents **MUST BE original and current**. A copy of all documents must accompany your original. **PLEASE NOTE THAT NO COPIES, EMAILS ,OR FAXED documents will be accepted in lieu of an original**. Online utility statements are not original documents. **Duplicate utility bills can be requested from utility services for verification if you currently use online paperless billing. (2-4 business day turn around).**



Residency Affidavit (Both must be completed and signed.)

- Residency Verification Form and Affidavit:
https://iusd.org/sites/default/files/documents/pdfs/residencyverificationformfillable2017-18_002_0.pdf



Proof of Identity is required (original + one copy):

- Official Driver's License
- Current Passport with photo I.D.



Proof of Age is required (original + one copy):

Official or Certified Copy of Birth Certificate, or
Current Passport with photo I.D.



Proof of Immunization Records are required (original + one copy) for certifying up-to-date immunizations for each student.

Immunization records must be in English. Students must show they're in compliance with California immunization laws and Irvine Unified School District Policy 5141.31 to attend school. A copy of the student's current immunization record must be on file, at school.



An unofficial academic transcript or report card from your former school is required (original + one copy). Prior official school records will be requested by WHS after your child completes enrollment. **OUT OF COUNTRY transcripts** MUST be hand delivered at time of enrollment by the student. **Out of country transcripts MUST BE ORIGINAL, OFFICIAL and SEALED** from your former school. (English translation required). **Out of country transcripts should include middle school as well as high school grades.**



The district will require **Proof of Withdrawal or Disenrollment from previous school** irrespective of district, state, or country before enrolling a student.



Emergency telephone numbers are required, including an out-of-state emergency number.



OTHER DOCUMENTS AND INFORMATION:

- For Special Education students: **The previous school must provide a current, signed, IEP + Psychological Evaluation Assessments.**
- For GATE (gifted and talented) students: Prior test scores and/or certification forms.
- For EL (English Learners) Students, a copy of current CELDT scores

18. What is the 2nd semester start date for Spring 2019?

- Spring Semester start date: 1/23/2019