

New Student Enrollment Checklist

The following items are required in order to complete the registration process and will need to be brought in to the school office:
(Please bring one copy of each item with the exception of the birth certificate—please bring 2 copies.)

- ☐ 1. New Student Enrollment Checklist
- ☐ 2. Online Enrollment Form (You print this at home after completing the online enrollment. Please sign last page)
- ☐ 3. Birth Certificate (two copies)
- ☐ 4. Immunization Record Card

All students entering school are required to have proof of up-to-date immunizations, including chicken pox (varicella), hepatitis B, and pertussis booster (Tdap).

- ☐ 5. Parent/Guardian's Driver's License or ID Card (Bring in one copy)
- ☐ 6. Verification of Residence in Manhattan Beach/Hermosa Beach (Bring in copies)

Verification of residence in Manhattan Beach/Hermosa Beach must be established before a child can be enrolled. Verification of residence in Manhattan Beach/Hermosa Beach requires the following:

- A minimum of three (3) **current** utility bills (gas, electric, water) indicating service in the parent's/guardian's name at the Manhattan Beach/Hermosa Beach address. Printouts of electronic statements suffice.
- A copy of the closed escrow paper **OR** grant deed **OR** original lease/rental agreement. (New residents must supply utility bills within 30 days of move-in date.) If you have a lease/rental agreement that includes utilities, you may substitute utility bills with a California driver's license or ID card, bank statement, credit card or car insurance statements.

- ☐ 7. 504 Plan or IEP Plan (if applicable) (Bring in copies)
- ☐ 8. Custody Documents (if applicable) (Bring in copies)
- ☐ 9. Previous School Records/Grades

An "unofficial" copy of the student's **transcript** from the previous high school is required if the student is an incoming 10th – 12th grade student (a printout from the parent or student portal will not be accepted). This is required to assist with scheduling.

A copy of the last report card is required if the student is an incoming 9th grade student. This is required to assist with scheduling.

- ☐ 10. Mira Costa's Request for Records Form

Please download from www.miracostahigh.org –Under "About Us," click on "Enrollment." The form is listed at the bottom of the page in attached pdf items. This form is for the MCHS registrar to request records from the previous school.

- ☐ 11. Course Planning Sheet

Please bring the Course Offering – Planning Sheet to the appointment with the counselor. Form is listed at the bottom of the page in attached pdf items under "Enrollment".

Failure to bring the above items prior to the appointment with the counselor will result in the appointment being canceled and rescheduled.

For more information about Mira Costa, please visit our website at www.miracostahigh.org

01/10/2025