



SANTA TERESA HIGH SCHOOL REGISTRATION CHECKLIST

INCOMING 9TH GRADERS

COMPLETE STUDENT INFORMATION BELOW

STUDENT NAME: _____

STUDENT DATE OF BIRTH: _____

TODAY'S DATE: _____

APPLICATION/CONFIRMATION NUMBER (FOUND ON ONLINE REGISTRATION SUMMARY PAGE): _____

LEGAL PARENT/GUARDIAN EMAIL ADDRESS: _____

ANY SIBLINGS CURRENTLY ATTENDING STHS? ☐ YES OR ☐ NO

CURRENT MIDDLE SCHOOL (SELECT ONE):

- ☐ BERNAL INTERMEDIATE OR ☐ HERMAN INTERMEDIATE
- OTHER: _____

SUBMIT COPIES ONLY IN THE FOLLOWING ORDER - DO NOT STAPLE OR PAPERCLIP

- Online Registration Application Summary (**DO NOT** upload documents online. Print out the Online Registration Summary/Application and submit)
- Official Birth Certificate (government issued only; not from hospital)
- Legal Parent/Guardian's Current Driver's License/Identification Card
- Required Proof of Residency/Address Supporting Documents (see below for details)
- Grade Printout or Screenshot from Parent Portal (Does NOT need to be an official report card or transcript)
- Immunization Record & Record of Tuberculosis (TB) Test Results (must show negative TB results)
- Current IEP or 504 must be submitted at the time of registration (If Applicable)
- Income Eligibility Form (form can be downloaded from the Registration website or picked up from the Registrar's Office)

REQUIRED PROOF OF RESIDENCY/ADDRESS SUPPORTING DOCUMENTS

IF PARENT/LEGAL GUARDIAN OWNS THE HOUSE

Submit a copy of the following:

Current Property Tax Bill (Mortgage statement if property tax does not show parent/legal guardian's name)

AND

2 Acceptable Official Mailed Communications (see below)

IF PARENT/LEGAL GUARDIAN RENTS THE ENTIRE HOUSE

Submit a copy of the following:

Current Legal Lease/Rental Agreement in Parent/Legal Guardian's name
(If expired, a letter from landlord indicating the parents are current residents is required with original lease)

AND

2 Acceptable Official Mailed Communications (see below)

IF PARENT/LEGAL GUARDIAN RENTS A ROOM OR ROOMS OF THE HOUSE

Submit a copy of the following:

Current Legal Lease/Rental Agreement in Parent/Legal Guardian's name

- or -

Notarized Statement (turn in original) by house owner (Form available at the Registrar's Office and online)

AND

2 Acceptable Official Mailed Communications (see below)

ACCEPTABLE OFFICIAL MAILED COMMUNICATIONS IN PARENT/LEGAL GUARDIAN'S NAME:

(Must be dated within 30 days of registration-only need to submit 1st page with parent/legal guardian's name, address & statement date)

☒ PG&E ☒ Phone Bill ☒ Water Bill ☒ Garbage Bill ☒ Home Mortgage Statement ☒ Insurance Statement
☒ Cable Bill ☒ Paycheck Stub ☒ Current Car Registration ☒ Bank Statement ☒ Doctor Bill
☒ Credit Card Bill ☒ Car Loan Statement ☒ Social Security Documentation ☒ Social Services Documentation