

Pittsburg Unified School District

Office of Student Services
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Scenarios for District Enrollment for the 2020-2021 school year

If Shelter In Place Still Active- New Students and Tk/K

1. Parent will contact school through phone message or email (clerks). Clerks and Parent Liaisons are asked to please make sure their email address and work phone number is available on their school website.
2. Clerks will notify the parent of all needed documents. Clerk may email parent specific forms from school if not available on Aeries Online Enrollment.
3. Parent will fill out the Aeries Online Enrollment. Parents who need help can contact their parent liaison or school clerk for assistance. Documents can be submitted through online enrollment.
4. Parent will turn in all required documentation to the clerk: Birth Certificate, Immunization Record, Last Report Card, and Proof of Address. TK/Kinder additional documentation needed: physical or proof of appointment dated after March 1, 2020 and proof of dental exam within the last 12 months. (Physical and Dental Requirements may be temporarily waived until Shelter In Place ends)
Options to turn in documentation:
 - Upload documents to Aeries Online Enrollment
 - Scan or take pictures and email to clerk
 - Mail copies to the school site
 - Drop box at school site
 - Schedule appointment at the school site
5. Clerk will verify all information is received and enroll the student.

Homeless

1. Student Services has emailed all clerks the McKinney Vento form for homeless families.
2. Student will be enrolled immediately. If a parent does not have access to the internet to complete online registration, the clerk/parent liaison will help fill it out over the phone.
3. Families have 30 days to produce required documentation. May be obtained from previous schools.

Foster

1. Foster parent must produce document from the county showing placement. May be provided through email, scan, postage mail or drop box.
2. Student will be enrolled immediately. If foster parent does not have access to internet to complete online registration, the clerk/parent liaison will help fill it out over the phone.
3. Families have 30 days to produce required documentation. May be obtained from previous schools.

Returning Students For The 2020-2021 School Year

1. Parent will receive an email and/or postage mail instructing them to re-register on Aeries Student Data Confirmation. Likely to open Mid-July unless otherwise stated.
2. Parent will provide the yearly requirement of updated proof of address via email, scan, postage mail, or school drop box.
3. Schedules may be available through parent portal, emailed and/or mailed by the school.

If/When Shelter In Place Is Lifted But Social Distancing Still Imposed

1. Same process as above to limit contact
2. Schools will not be able to hold an in person registration for returning students. Parent will provide the yearly requirement of updated proof of address via email, scan, postage mail, or school drop box.
3. Schools will have to devise a plan for taking pictures, checking out books and selling PE uniforms (normal activities during in person registration)

If Social Distancing No Longer Imposed

1. Same process as above, only parents will have the option to bring required documents directly to the school.
2. Return to enrollment process previous to COVID-19