

READ ME FIRST

Welcome to the Galt Elementary School District Registration Process. We now have most of our registration documents on-line. To register a child for school, you will need to do the following:

1. Open and print the Registration Check-Off List. This will provide you with all of the information you need to register your child.
2. Complete the three-page registration form. This can be done in two ways:

- a. If you would like to complete the form electronically, open the REGISTRATION fillable form. Fill in the fields, and print the final copy. (You will need to click on each individual page in the form. This option is located at the bottom of the screen.). You can save the document to your desktop. It will save with two different icons. Discard the one with the blue internet 'e'.



REGISTRATION.exe



REGISTRATION.html

- b. If you prefer to fill out the form manually, you can open the REGISTRATION pdf file, print the form, and complete the information.



REGISTRATION.pdf

3. Bring the completed registration form, along with all other necessary documents, to your attendance school, or contact the District Office at 744-4545 during the summer. COMPLETION OF THE FILLABLE FORM DOES NOT REGISTER YOUR CHILD ON-LINE.

4. Other documents you will need:
 - a. Birth Record (see Registration Check-Off).
 - b. Residency Verification form (available on-line) with appropriate documents (required).
 - c. Custody agreements or restraining orders if applicable.
 - d. If you are a caregiver (the child lives with you and not his/her parents, and the child is not a foster child) you must complete a Caregiver's Authorization Affidavit (form available on-line). **This form only allows you to register the child and assist with obtaining medical services.** This is a two page form.
 - e. If you are a step-parent, grandparent or other adult who will be signing school forms and permission slips, you must complete the Authorization for Adult to Act as Custodial Parent (form on-line). The child's legal parent must sign this authorization. If this form is not on file, you will not be able sign any forms for the child.
 - f. A current immunization record (required).
 - g. If your child is entering first grade, you will need to provide proof of the Child Health and Disability Prevention (CHDP) physical. This is a California State Requirement.
 - h. If your child is transferring from another school district, a copy of the last report card would be helpful.
 - i. If the child is a foster child or ward of the court, and needs special education services, you will need to complete the Appointment of Educational Representative form (available on-line).

- j. If your child has an IEP, a Section 504 Accommodation Plan, or a psych report, please provide a copy of that document.
 - k. If you wish to volunteer in the classroom or participate in school activities, you must complete the Parent Volunteer form (available on-line).
5. If you reside in another district and want your child to attend a Galt school, you must provide an interdistrict transfer agreement signed by your residence district. It may take a week for our district to make a decision on your request. For more information about the interdistrict transfer process, telephone 744-4545 ext.303.