



## Registration Checklist

**Please include the following items with your registration forms for each student. Registration forms and ALL required documents must be turned in before registration will be considered complete.**

\_\_\_ 2 Copies of current address (Returning students ONLY need to provide 1 copy of current address)

Must have parent/guardian name and address shown.

The items listed below are acceptable documents:

- Utility Bill (gas, water, electric)
- Mortgage/Escrow Statement
- Rental or Lease Agreement
- Vehicle Registration
- On-Line Payment Processing (Printed screen or receipt is required)

\_\_\_ Copy of Birth Certificate

\_\_\_ Copy of Immunization Records

(Tdap is required for all 7<sup>th</sup> – 12<sup>th</sup> grade students)

\_\_\_ Immunization Waiver (Required if you do not immunize)

(Personal Beliefs Exemption to Required Immunizations Form must be completed by an Authorized Health Care Practitioner Licensed in California)

\_\_\_ Report of Health Exam (Required for Kindergarten ONLY)

\_\_\_ Copy of IEP for Special Education Services (Required if applicable)

(Intake meeting with the family is required prior to registration; this is done within 5 days)

\_\_\_ Copy of 504 Plan (Required if applicable)

\_\_\_ Copy of current High School Transcript (Required for all High School students)

(High School registration packets are reviewed by our TLC Counselor for approval)

\_\_\_ Current report card/progress report if available for all Middle School Students

\_\_\_ Last date enrolled in previous school \_\_\_\_\_

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