

Back-to-School Check-In 2019-2020

You will receive an email on or after July 15th to log on to "Illuminate". Please be prepared to:

- Upload a copy of your lease or proof of home ownership (see reverse side for details)
- Upload a current copy of a utility bill (no older than 30 days)
- Complete all of the required registration forms.

Please complete the online registration process no later than Friday, July 26th, in order to complete "Registration Check-In" on July 31st and August 1st.

Draft schedules will be mailed during the summer break and are subject to change. **Final schedules** will be distributed on Registration Check-In Day.

Schedule Change Request Hours:

Monday, July 29th

Seniors: 9:00am – 11:00am

Juniors: 1:00pm – 3:00pm

Tuesday, July 30th

Sophomores: 9:00am – 11:00am

Freshmen: 1:00pm – 3:00pm

Acceptable reasons for a schedule change: A class is needed for graduation

- The student does not have a complete schedule
- Academic Misplacement
- The student has already completed the class

Unacceptable reasons for a class change:

- Period change
- Want to be in a class with a friend
- Doesn't like the class/or change of mind
- Want to select a different teacher for a particular class

Registration Check-In Day Hours:

Student ID Photos • Textbooks • Student Final Schedules • Student Store

Wednesday, July 31

Grades 11 & 12

Doors **open** at 8:00am - Doors **close** at 10:45am

Doors **open** at 12:00pm - Doors **close** at 3:00pm

Thursday, August 1

Grades 9 & 10

Doors **open** at 8:00am - Doors **close** at 10:45am

Doors **open** at 12:00pm - Doors **close** at 3:00pm

Tues., August 6th, 2019

9th Grade and New Student Orientation/Tour

10:00am at the PGHS Gym (Please wait outside until Breaker Buddies invite you in!)

For your convenience, the Student Store is open daily starting July 24th from 8:00am – 3:00pm

- PE Clothes
- ASB Cards
- Senior Packets
- Yearbooks

FREQUENTLY ASKED QUESTIONS

We recently moved and we don't have a utility bill. What do I need?

Please provide a current copy of your rental/lease agreement to Debby Farmer, in the Guidance Office. We will need a copy of your first utility bill within 30 days, after we've received your rental/lease agreement.

I've uploaded my lease or proof of home ownership last year, and we haven't moved. Why do I have to upload it again?

Our district policy requires an annual update of proof of residency, each year.

I have a Shared Residency/Caregiver Affidavit as proof of residency. Is that still good for the school year?

These district office approved residency approval need to be renewed on an annual basis. Please contact Denise Engles at 646-6517.

My lease includes all utility bills, so I don't have a utility bill to upload.

- Please highlight or circle the area on your lease that lists which utilities are included.
- Does your lease include internet? We can accept an internet bill, in this case. Otherwise, please provide two first-class mail pieces (such as proof of insurance and/or a current bank statement).

Acceptable Proof of Residency Utility Bill Documentation

Residency Documentation

A. **HOMEOWNERS**

A current mortgage statement, tax bill, deed, affidavit of title or settlement statement and a current PG&E bill, water bill, or cable bill. We cannot accept cell phone or telephone bills.

B. **RENTERS**

Current lease with all adults and children listed or a completed Landlord Affidavit. **The district will contact the current landlord/property management company to confirm any tenants not listed on the lease** and a current PG&E bill, water bill, or cable bill.

C. **FOR SHARED RESIDENCY AND CAREGIVERS**

If person with whom you are living **owns the house** you share, or if caregiver **owns the house**, they provide: A current mortgage statement, tax bill, deed, affidavit of title or settlement statement and a current PG&E bill, water bill, or cable bill.

Persons requesting Shared Residence or Caregiver also provides photo ID.

- D. If your student will be living with a relative or legal guardian, please contact our District Office at 646-6517 to apply for a Caregiver Affidavit. If the student will be living with a family friend, or relative, who is not a legal guardian, please contact the District Office for more information.