



VICTOR VALLEY UNION HIGH SCHOOL DISTRICT  
 CENTRAL ENROLLMENT CENTER/ OFICINA CENTRALIZADA DE MATRÍCULA  
 16350 Mojave Drive, Victorville, CA 92395  
 (760) 955-3200 ext 10298 FAX #: (760) 951-3389

## Parent Request for Records

**Instructions:** Please complete the following request for records if you do not have all or any of the documents needed for enrollment and would like them requested from the student's last school. Our office will make every effort to request these documents on your behalf so that the student can enroll.

**Be advised that the previous school can provide these documents as a courtesy only if they are available. You are still legally required to provide them yourself. Also, please expect delays in enrolling your student until these documents arrive.**

Parent, please enter student and school information on this form.

TO:	Previous School Name:	
	City of School:	State of School:
	FAX #:	Phone #:

Student Name (print):	Date of Birth:
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The pupil listed above is enrolling at the Victor Valley Union High School District. Please send the following documents.

**Please fax (check all that apply):**

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| <input type="checkbox"/> Unofficial transcript & CSIS# | <input type="checkbox"/> Expulsion Documents (Findings of Fact, Board Action, and Reinstatement) |
| <input type="checkbox"/> Check-out Grades              | <input type="checkbox"/> CELDT Scores  |
| <input type="checkbox"/> Birth Certificate             | <input type="checkbox"/> CAHSEE Results  |
| <input type="checkbox"/> IEP (if applicable)           | <input checked="" type="checkbox"/> CSIS #   |
| <input type="checkbox"/> Immunizations                 |  |

# DO NOT SEND CUM FOLDER AT THIS TIME

<p>TRANSFER OF RECORDS C.C.R. TITLE 5, SEC.438</p> <ol style="list-style-type: none"> <li>1. "Pupil records shall not be withheld from the requesting district because of any charges or fees owed by the pupil or his parent. This provision applies to pupils in grades K-12 in both public and private schools. (REG. 77, NO. 39)</li> <li>2. Ed Code Sec. 49068 state whenever a pupil transfers from one school to another, or to a private school or from a private school, to a public school district within the State, the permanent records must be transferred upon receipt of a request from the school where the pupil intends to enroll.</li> </ol> <p><b>FEES OWING POLICY:</b> Victor Valley Union High School District will notify the school of the fees owed and will withhold the diploma upon graduation.</p>
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