Santa Cruz High School

ONLINE REGISTRATION

Welcome to Santa Cruz High School!
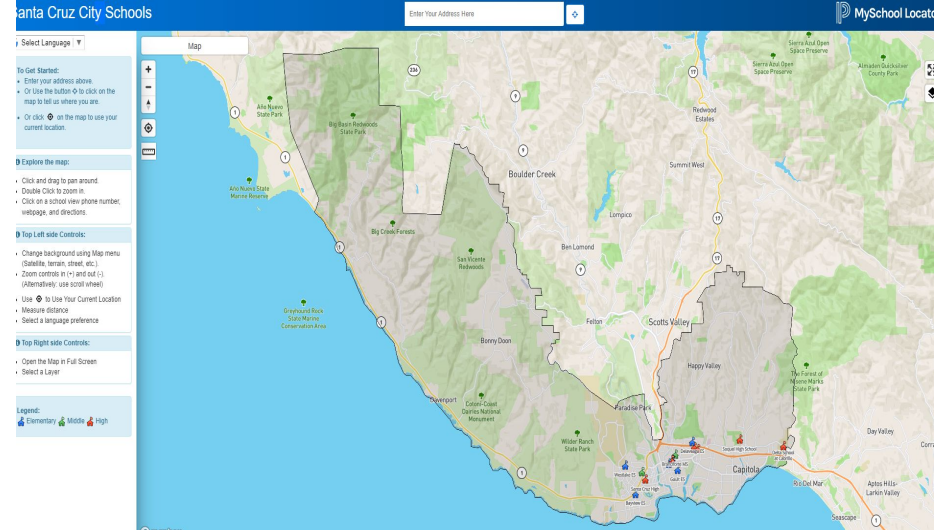# STEP 1:Determine School of Attendance

- Verify your school of attendance.

https://locator.pea.powerschool.com/?studyId=234299

- If Santa Cruz High is not your designated school or your home address is not listed, please visit our district's website for school transfer information.
- https://www.sccs.net/

  ☐ Parents/Students ☐ Enrollment & Registration

Determine School of Attendance

If your address falls within our attendance area, the assigned school will appear as Santa Cruz High School.

You can then proceed to STEP 2.

Determine School of Attendance

If the assigned school is Soquel or Harbor High school, you will need to fill out an **intradistrict** transfer form linked below.

Needs to be approved by the office.

If the assigned school is out of our district, you will need to fill out an **interdistrict** transfer form.
Needs to be approved by the District office.

Step 2: Online Registration

If you already have a student attending a school in the district of Santa Cruz City Schools please login to your parent portal to begin the registration process for the new student.If you have any questions on how to do this please contact Lisset Angulo at lissetangulo@sccs.net or (831) 429-3960.

Instructions Below

https://docs.google.com/document/d/1oB00nPbhvZ1MdwmWSdbKFdYxDyd6VNr9AHtEPBHuESA/edit?usp=sharing

*If you do not have a student attending a school at SCCS go onto the next slide.

Online Registration

If you don't have a student attending the district of Santa Cruz City Schools, click on the following link to start the registration process:

Online Registration

Select the appropriate school year and click *next*

Online Registration

Please check your email.

The email address you entered will receive and email shortly. It will contain a link that will lead you to the official registration page.

Online Registration

Please note that there will be an application number provided to you that you will need to the school's counseling secretary.

Online Registration

Be prepared to provide the following information.

This information is required to complete the online application.

Household information–address and phone number

Parent information–work and cell phone numbers, email addresses

Student information–demographic and health/medication information

Emergency contacts–phone numbers

Online Registration

Please begin to fill out the application.

A red asterisk means that the field is required and you won't be able to continue to the next page without filling in that field.

Santa Cruz City Schools requires the following for proof of address:

- PG&E Bill
- Water/Gas Bill

Please upload this document under the **upload proof of residency** portion or drop it off at the Santa Cruz High School Counseling office.

If the documents are not in your name, contact the counseling office for more information.

Proceed to the next page.

Online Registration

Parent/Guardian information is required.

If the student does not live with parent, please provide guardianship forms to the Santa Cruz High Counseling office.

Enter parent/guardian contact information.

At least one phone number is required.

Online Registration

If all required information has been entered for the parent/guardian a **check mark** will indicate that you have completed that section and you can add a second parent or click save to continue.

If the person is **highlighted in yellow** this will indicate that required information is missing. Please click on *edit/review* to enter missing information.

Online Registration

Please provide 3 emergency contacts in case of an emergency, if a parent cannot be reached.

Online Registration

Enter your student's information.

Please make sure student's full name and date of birth match your student's birth certificate.

Online Registration

A copy of your student's birth certificate is required for enrollment.

Please upload birth certificate by clicking on the upload verification of age or drop off at the Santa Cruz High Counseling office.

Online Registration

If your student has any mental health or medical conditions, please let us know.

You must click on the blue links in order to view documents and to proceed to the next page.

Online Registration

Student's immunization records are required for enrollment.

Please upload immunization records by clicking on **upload immunizations** or drop off at the Santa Cruz High Counseling office.

If your student has a COVID-19 vaccination card, please upload by clicking **upload COVID-19 Card(s).**

Online Registration

Click on the blue links to view documents.

This is for your information only.

You do not have to print and sign forms.

Your signature at the end of the application will indicate that you have read and agreed to all parts of the application.

Online Registration

Make sure all required information has been entered.

If you have another student to enroll, click on **add new student**.

Reminder: If student's information has a check mark, it means that it is complete. If the student is highlighted in yellow, it means required information is missing.

Online Registration

Before submitting your application, please verify that all of the information is entered in correctly.

Submit the application by clicking on the red *submit* tab.

You will receive an email confirmation that your application has been received.

Reminder: Save the 5 digit application number for reference.

Step 3: Required Documents

Registration cannot be approved until all required documents are submitted.

- Birth Certificate
- Current immunization records
- Proof of address: PG&E, water/garbage bill
- School transcripts or latest progress report (not applicable to B40 or Shoreline Middle School)
- Copy of current IEP, 504 Plan or Guardianship Documents (*if applicable)*

Required Documents

You can submit the required documents in the following ways:

- **Upload** the documents through the Online Registration Form
- **Drop them off** at the Santa Cruz High School Counseling Office
- **Email** them to lissetangulo@sccs.net (please include application number)

Questions?

If you need help with the registration process or have any questions, please contact the Santa Cruz High Counseling office:

- (831) 429-3960 Ext. 50300
- lissetangulo@sccs.net