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HUMAN RESOURCES

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January 27th, 2023

Subject: ANNUAL ENROLLMENT CONFIRMATION

Dear Parents/Guardians:

The Ukiah Unified School District is pleased to have you continue your child's education in one of our elementary schools, or choose to move on to one of our middle schools. To assist us in planning for the coming year, the district is asking families with children currently attending our elementary schools to complete an "Enrollment Confirmation" form for each student.

The "Enrollment Confirmation" form, (included with this letter) asks for updated address and phone information. Parents are asked to confirm if their child will be attending the same school during the 2023/24 school year, or if they plan to attend another school. The completed form must be returned to the current elementary school the child attends by February 16, 2023. The form will be tabulated and used at each site in reserving space for those currently attending and in determining the number of vacancies at each grade level. Completion of the form is required for each child.

Please notify your school if your child cannot attend on the first day of school. Students who have not contacted the school may lose their reserved space to a new enrollee beginning the second day of school.

Thank you once again for choosing the Ukiah Unified School District. You are an integral part of a child's success in school and we are available to assist you in any way we can. Best wishes for a successful academic year for your student.

Sincerely,

Bryan Barrett
Interim Assistant Superintendent, Human Resources

Ukiah Unified School District Annual Enrollment Confirmation

Dear Parents/Guardians:

Please complete the following information for each child and **return it to your current elementary school by February 16, 2023** to assist us in planning for the 2023/24 school year. Completion of this form is required for each child currently enrolled in grades TK-6. It is preferable that parents complete this form by going to the following link [**Enrollment Confirmation for 2023/24 School Year \(Next School Year\)**](#). However, if you prefer, you can print and complete this form and submit it to your child's school office. Copies of this can also be picked up at your student's school office. Call your school office if you would like a paper copy mailed to you.

Student's Name: _____ **Current Grade:** _____

Current School: _____


Address: _____ **City:** _____ **Zip:** _____

Parent(s)/Guardians(s)

Parent/Guardian's Name: _____ **Phone:** _____

Parent/Guardian's Name: _____ **Phone:** _____

Please indicate your child's school site placement plans for the 2023/24 school year.



☐ Plan to attend current school

☐ Do not plan to attend current school. My child will attend:

☐ Eagle Peak Middle School (5th-8th grades)

☐ Pomolita Middle School (6th-8th grades)

☐ Other: _____

By turning this form in you are applying for Pomolita or Eagle Peak Middle School. You do not need to fill out online enrollment forms.

NOTE: *It is important that your child attends the first day of school in order to confirm space in the assigned grade level. If your child does not attend school on the first day and you do not contact the school, your child will lose their reserved space to new enrollees who will be assigned to any vacancies beginning the second day of school.*

The above information is critical for grade level planning for the 2023/24 school year. Please contact your child's school if your plans change. I have read and understand the above conditions.

Signature of Parent/Guardian: _____ Date: _____

This form must be completed and returned to your elementary school by February 16, 2023.