

Centralized Registration Information:

Banning Unified has a centralized registration process which means that all students who live in the district or wish to transfer into the district go through the same department which is located at the District Office at 161 W. Williams. Registration is in one of the portables and has a large banner out front that parents can look for when coming to register. Office hours are 8:00 am to 4:30pm Monday through Friday; the phone number is 951-922-4024.

Parents/Guardians may register students or obtain the forms necessary to register any day between those hours. The office is closed on the same holidays that children are out of school.

Pre-registration for Kindergarten is during the entire month of March. Your child must be turning 5 no later than December 2nd in order to be old enough for Kindergarten. When registering a student parents **must** have the following documents:

- ✓ **Proof of students Birth.**
- ✓ **Parent's current/valid photo ID matching the name on the birth certificate –or- court papers proving guardianship and photo ID matching the name on the court papers.**
- ✓ **Current and complete Immunization records.**
- ✓ **Proof of residence in Banning Unified School District's boundaries dated within the last 30 days. (Must have a physical residence address, P.O. Box address is not acceptable.)**
- ✓ **Oral Examination records within the last year. (Kindergarten only)**
- ✓ **Physical Examination records within the last year. (1st Grade only)**
- ✓ **A complete and signed BUSD Registration Packet. (See the link below to view or print all required forms.)**

Without the documents listed above your child will not be registered.

We also recommend bringing the following documents when registering, however they are not mandatory:

- A copy of your child's most recent grades. (1st – 12th grades)
- The address and phone number of the last school your child attended. (1st – 12th grades)
- A copy of your child's IEP (special education students only).
- A copy of your child's 504 Plan (disabled students only).

Please view the *Child Welfare and Attendance Department website* to complete and print any of the forms required for registration.

Welcome to Banning Unified School District!