

**If you registering an incoming 10 – 12th grader for the 2019-2020 school year OR registering a student (any grade) for this school year, print out and complete this entire registration packet. Below is a list of everything that must be included. Incomplete packets will delay registration.**

- ✓ Completed **online registration** (directions attached). Once completed print out a copy and include it with your packet.
- ✓ **3 proofs of residency** as outlined in the attached Residency Requirements
- ✓ Complete the attached **Affidavit of Parent Residence**
- ✓ Signed **Computer and Internet Use Agreement** (3<sup>rd</sup> page only)
- ✓ Copy of complete **immunization record**
- ✓ Unofficial copy of **high school transcript and/or progress report**

When your packet is complete, call Jane Shapiro at 415-380-3537 for a registration appointment.

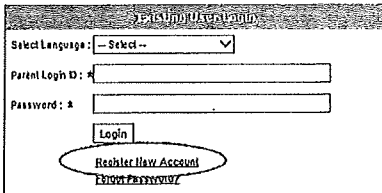
# Welcome to Student Online Registration for Tamalpais Union High School District

The following directions are step by step instructions to guide you through the online registration enrollment for your incoming student. Please follow them carefully. At the end of the process, print your completed registration form and bring it with the other required documents to your registration appointment.

## Instructions

Go to [https://home.tamdistrict.org/EO\\_parent](https://home.tamdistrict.org/EO_parent) or click on [https://home.tamdistrict.org/EO\\_parent](https://home.tamdistrict.org/EO_parent)

- You will see Parent Login ID and Password fields. Just below the login button is a Register New Account Link. Click here and create a new account with **your parent or guardian** name and address- not student. Create an easy to remember Login ID and Password. You will only use this login id and password for registration.



The screenshot shows a login interface with a 'Select Language' dropdown menu, a 'Parent Login ID' text box, and a 'Password' text box. Below these fields is a 'Login' button. Underneath the 'Login' button are two links: 'Register New Account' and 'Forgot Password'. The 'Register New Account' link is circled in red.

- When you click submit, on the next screen, click the “**New Application**” button and then the “**Go**” button.
- If you are registering more than one student, complete all the following steps for the first student and then go back to [https://home.tamdistrict.org/EO\\_parent](https://home.tamdistrict.org/EO_parent), enter your parent login ID and password (case sensitive). Select the language. Click on New Application. Check “Copy Basic Information” and Go”.

Click “**Show All Sections**” at the top of the next screen to view all **REQUIRED** information. Hover cursor over the information cells for additional tooltips.

Step 1.



A horizontal bar with a plus sign icon on the left and the text 'Student Information'.

Enter your student’s full legal name when filling out the form. **Select School Year 2019-20**, ignore the **Start Date**. Answer all questions with \* (Red Asterisk). It is important to include your student’s email address so that their counselor and teachers can contact them prior to start of school.

When completed click **SAVE** and continue to Step 2.

Step 2.



A horizontal bar with a plus sign icon on the left and the text 'Address and Phone'.

Click on the “+” next to “Address and Phone” if this section is not open. This section is for **STUDENT** information only. **Parent/Guardian** contact information will be added in step 3. Check box if **Mailing Address is same as Physical Address**.

**NOTE: Student’s Name, Address, and Home Phone will be published in Student Directory, unless OPT Out.**

**Student Phone Types (Enter numbers only):**

**REQUIRED: School Messenger:** Parent contact # for attendance calls

**Cell:** Student’s Cell #, if applicable     **Home:** Landline, if applicable

When completed **SAVE** and continue to step 3

Step 3.



A horizontal bar with a plus sign icon on the left and the text 'Contact Information'.

Click on the “+” next to “Contact information” if the section is not open. This section is for all **Parent/Guardian and Emergency** contact information.

**NOTE: Parent/Guardian’s Name, Address, Phone Numbers, and Email address may be published in Student Directory unless OPT Out.**

Click on “**Add Contact**” to complete your contact information and then click **SAVE**.

Click the “**Add Contact**” button. Add contact information for second Parent/Guardian. Click **SAVE**.


OVER 

**Contact Information \***

**Step 3.**

Click on the “+” next to “**Contact information**” if the section is not open. This section is for all **Parent/Guardian and Emergency** contact information. Click on “**Add Contact**” to complete your contact information and then click **SAVE**. Click the “**Add Contact**” button. Add contact information for second Parent/Guardian. Click **SAVE**. Click the “**Add Contact**” button to add as many legal guardian as needed, saving after each. **Add at least one emergency contact** (you only need to enter Name, Relationship and a phone number. This is someone other than a parent who can pick your child up at school in the event that we are unable to contact either parent/guardian.

Prioritize contacts in the order you want them to be contacted by clicking on the up and down arrows. You need to click the **SAVE** button after adding each contact.

You can edit contact information by clicking on the  icon under the Edit/View column. **If you make a change, click “SAVE”.**

When completed **SAVE** and continue to step 4

**Step 4.**

**Building Information**

Click on the “+” next to “**Building Information**” if the section is not open. **Select the school of attendance as determined by your student’s physical address. Click “Save”.** For information on how to transfer within the district, go to: <http://www.tamdistrict.org/Page/343>.

When completed **SAVE** and continue to step 5.

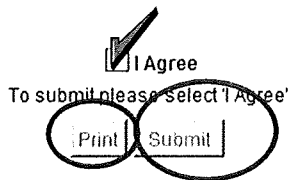
**Step 5.**

**Additional Information \***

Click on the “+” next to “**Additional Information**” if the section is not open. Read each question carefully. Enter any medical information that the school should be aware of with current and accurate information. Questions with a red asterisk \* must be answered before you can **SAVE**.

When completed **SAVE** and continue to step 6.

**Step 6.** Click the “**I agree**” box and then click **PRINT**. Review all information to ensure it is complete and accurate. If you need to add/edit information, take a moment to do it now before you submit. Once it’s submitted, you cannot go back and make any changes. If you forgot to print your enrollment form, you can re-open it by clicking on **View** and select the **Print** button. After the form has been printed, click **SUBMIT**. Bring the printout and all required documents to your enrollment appointment.



**If you do not have access to a computer or need assistance, please contact the appropriate person listed below.**

**Technical/log in problems, contact:** Lisa Giuliani at [lgiuliani@tamdistrict.org](mailto:lgiuliani@tamdistrict.org) (415) 380-3522

**Other questions, contact:** Jane Shapiro, Counseling Secretary at [jshapiro@tamdistrict.org](mailto:jshapiro@tamdistrict.org) (415) 380-3537

# Tamalpais Union High School District Residency Requirement

Dear Parents/Guardians of Incoming Students:

Welcome to the Tamalpais Union High School District. In order to process your student's registration, the district requires proof of residency at the time of enrollment, even if an older sibling residing at the same address currently attends school in the district.

California Government Code (sections 243 and 244) defines residency as the location where a person lives/sleeps/domiciles.

**There can only be one primary residence.**

You will need to submit a photocopy of **THREE DIFFERENT TYPES OF RESIDENCY PROOF FOR THE PRIMARY RESIDENCE FROM THE LIST BELOW.** In addition you must sign the attached affidavit of parent/guardian residence. **Without this documentation, your student will not receive a schedule on the first day of school.**

## PROOFS OF RESIDENCY

(All must be in the name of the parent/guardian/caregiver and *must be no more than 2 months old*)

- **A complete PG&E bill.** Must include ALL PAGES and reflect the address of your residence.
- **A complete telephone bill.** This must include pages 1-4 of the telephone bill for the number indicated on your registration form. The bill MUST reflect your street address to be acceptable.
- **A current, dated lease agreement.** Lease must show the address with lessor-lessee-realtor names and signatures. Lease extensions, handwritten leases and grant deeds are not acceptable.
- **Income tax return.** The first page of your most recent income tax return (figures may be blocked out) on which appears your home address.
- **A copy of your California driver's license showing your current address**
- **A copy of a current water bill**
- **A copy of a current garbage bill**
- **A copy of a current cable/satellite bill**

**ATTENTION PARENTS WHO USE P.O. BOXES FOR MAIL DELIVERY**-California State Law and Board Policy reflect that your name and actual street address must appear on any documentation submitted for the purposes of residency proof. Therefore, we suggest you provide a copy of your entire PG&E and water, cable or garbage bills. Even though these bills are mailed to your P.O. Box, they reflect residence served.

For questions call Jane Shapiro at 415-380-3537.

**Tamalpais Union High School District  
P.O. Box 605  
Larkspur, CA 94977**

Dear Parent/Guardian:

District policy requires valid proof of residence for all students. In order to comply with residency requirements, parents must provide the required proofs of residence and complete the affidavit, below. Please read the following information carefully before signing and completing the affidavit.

Sincerely, David Yoshihara, Ed.D., Superintendent

**AFFIDAVIT OF PARENT RESIDENCE**

All sections must be completed and signatures approved by the TUHSD school site principal. **DO NOT SIGN THIS FORM IF ANY OF THE STATEMENTS ARE INCORRECT.** Evidence that false information was provided will result in immediate withdrawal of the child from school.

**TO BE COMPLETED BY PARENT(S)/GUARDIAN(S):**

School: \_\_\_\_\_ Student: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_ Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent(s)/Guardian(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_

The address listed above is my primary, legal residence. I agree to notify the Tamalpais Union High School District if there is any change in the status of my residency. I understand that home visitation and/or residency verification is part of the periodic process to verify residency.

I swear (or certify) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

\_\_\_\_\_  
Signature of Parent(s)/Guardian(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed at (City/State)

**SUBSCRIBED AND SWORN TO BEFORE ME THIS DATE:**

\_\_\_\_\_  
TUHSD School Site Principal

\_\_\_\_\_  
Date

**Parents: Initials are required after each statement**

The Tamalpais Union High School District will actively investigate all cases where it has reason to believe false information has provided on an affidavit, including the use of private investigators to verify residency status (verification may include home visits). X\_\_\_\_ (Initial)

The district may refer cases in which false information has been intentionally provided to the Marin County district attorney for further action and/or file civil action to recover damages incurred as a result of providing false information. X\_\_\_\_ (Initial)

Persons providing false information on an affidavit are subject to criminal prosecution for perjury which is punishable by a fine and/or a prison term of up to four years in state prison. (Fam. Code Sec. 6552; Pen. Code Sec. 118 & 126) X\_\_\_\_ (Initial)

Persons providing false information on an affidavit also are civilly liable for fraud, negligent misrepresentation, and negligence. Parties found civilly liable may be required to pay all damages caused to the district as a result of providing false information, as well as punitive damages. (Civ. Code Sec. 1709) X\_\_\_\_ (Initial)

Persons who induce, obtain, or otherwise solicit another person to provide false information on an affidavit are subject to the same criminal prosecution, fines, and imprisonment as the person directly committing perjury. (Pen. Code Sec. 127) X\_\_\_\_ (Initial)

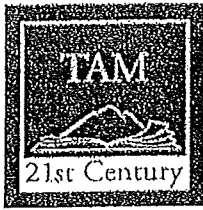
Investigations that reveal students have enrolled on the basis of providing false information will lead to immediate withdrawal from the district. X\_\_\_\_ (Initial)

\_\_\_\_\_  
Signature of Parent/Guardian      Date

\_\_\_\_\_  
Signature of Parent/Guardian      Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name



## Computer and Internet Use Agreement

### *Tamalpais Union High School District*

#### **Educational Computer Use and Internet Privileges**

The Marin County Office of Education and the Tamalpais Union High School District provide educational computer accounts, allowing access to the Internet. Internet access is coordinated through a complex association of government agencies and regional and state networks. The smooth operation of the network depends upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of your responsibilities.

In general, the smooth operation of the network requires efficient, ethical, and legal use of network resources. If a user violates any of the following terms and conditions, school computer use and Internet privileges will be revoked and future access may be denied. The signatures at the end of this document are legally binding and indicate that the parties who signed have read the terms and conditions carefully and understand their significance. The Tamalpais Union High School District computer use is governed by policies and administrative regulations established by the Board of Trustees (BP/AR 6163.4---Use of Technology, BP/AR 6162.6---Use of Copyrighted Materials).

#### **Terms and Conditions (for Educational Computer Use and Internet Privileges)**

##### **Acceptable Use**

The use of your school computers must be in support of education and research and consistent with the educational objectives of your district. Use of another organization's network or computing resources must comply with the rules appropriate for that network.

##### **Unacceptable Use**

Transmission of material in violation of any US or state regulation is prohibited. This includes, but is not limited to, copyrighted material, illegal, threatening, harassing, violent or obscene material, and matter protected by trade secret. Altering or removing computer files not belonging to the user, installing unlicensed software, creating links to inappropriate materials, disconnecting equipment, and vandalism of any kind are also prohibited. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited. Any transmission or reception of pornographic material is expressly prohibited and will result in the cancellation of your computer privileges.

##### **Privileges and Consequences**

The use of school computers and the use of the Internet are privileges, and unacceptable use will result in the cancellation of those privileges. The system administrator may revoke privileges at any time as required. The administration, faculty, and staff of any district school may request that the system administrator deny, revoke, or suspend specific user privileges and that appropriate school disciplinary action be taken. Depending on the severity of the violation (to be determined by the system administrator and/or administration), computer privileges may be revoked for an extended period of time. A student who has his/her computer privileges revoked is not allowed to use *any* computer at her/his school site.

##### **Indemnification**

The Marin County Office of Education and the Tamalpais Union High School District make no guarantees of any kind, whether expressed or implied, for the service they are providing. The Marin County Office of Education and the Tamalpais Union High School District will not be responsible for any damages you suffer. This includes loss of data resulting from faulty software or equipment, delays, nondeliveries, misdeliveries, or service interruptions caused by their negligence or your errors or omissions. Use of any information obtained via the school computers and/or the Internet is at your own risk.

## Computer Use Rules

- Food and drink are not allowed in any computer area.
- Outside software is not permitted in any computer area; no software is to be downloaded, stored, or installed on any computer or in any computer account.
- Pirated software (*warez*) and MP3s are not to be downloaded or stored on any computer or in any user's account.
- Modification or removal of computer files that are not your own is not allowed.
- All copyright laws are to be observed. Copyrighted material is not to be placed in the system without the author's permission (BP/AR 6162.6—Use of Copyrighted Materials).
- You are not to move or disconnect any computer or peripheral device or piece/part of any equipment. Contact a supervisor or teacher concerning problems with any of the equipment.
- Appropriate behavior and common courtesy are expected at all times.
- You should not send anything to a printer unless you absolutely need a hard copy of the information; do not print Web sites without knowing exactly how many pages will be printed; do not print multiple copies of any document without specific permission.
- Do not read other users' electronic mail or files, nor attempt to delete, copy, modify, or forge others' files or e-mail.
- Do not interfere with others' ability to send or receive e-mail.
- Do not disseminate personal identification information about yourself or others, including personal address, social security number, and phone number.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- Do not use the system to encourage the use of drugs, alcohol, tobacco, or any illegal/inappropriate activities.

## Security

Security on any computer system is a high priority, especially when the system involves many users. If you can identify a security problem on the network, notify your teacher, the system administrator, or the principal. You are not permitted to use another individual's account, and you should never allow anyone else to access your account. If, at any time, you feel that your password may have been compromised, see the system administrator immediately to have your password changed. You are responsible for all activity that occurs with your account. Attempts to login to the network as a system administrator or gain unauthorized access will result in the cancellation of your computer privileges.

## Vandalism

Vandalism will result in the cancellation of your computer privileges. Vandalism is defined as any malicious attempt to alter, harm, or destroy data of another user, computers, accessories, the Internet, or any of the above listed agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading, downloading, or creation of computer viruses.

## Restitution and Consequences of Contract Violation

Students may be suspended or subject to other disciplinary actions for violation of this contract as provided in the current school Student/Parent Handbook under the provisions of Education Code 48900 (k): disruption of school activities and willful defiance of the valid authority of the school. According to Board Policy 5131.5, students will be required to provide restitution for damages to school equipment while the student is logged into any computer. In the case of no physical damage, but the requirement of staff or student aide time to reconfigure a system, students will be charged at the rate of \$50/hour for a minimum of one hour.

## Duration of Agreement

The duration of this agreement begins upon signing and ends when the student leaves the Tamalpais Union High School District. This agreement is binding in all district schools and will be included with all paperwork forwarded should a student change schools within the district.

CONTRACT AGREEMENT FOR  
STUDENT USE OF TECHNOLOGY

Tamalpais Union High School District

Student Contract: I have read the Terms and Conditions for Educational Computer Use. I understand and will abide by the stated Terms and Conditions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation of the regulations, my computer access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be pursued against me.

PLEASE SIGN BELOW TO ACKNOWLEDGE

Student Name (please print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_