

ARE YOU INTERESTED IN ENROLLING AT BURBANK HIGH?

Welcome to our school! You will soon learn that “It’s great to be a Bulldog!”

All grade level enrollment for **new** Burbank resident students must be completed online at <https://burbankusd.asp.aeries.net/AIR/>

After you have completed the online enrollment, you must come to the BHS Attendance Office to complete the enrollment process. Your student is not enrolled until you have turned in the required documentation to us!

We need the following paperwork for each new enrollee:

1. **Original current Burbank utility bill in the name of the parent/guardian.**
 - Burbank Water & Power bill is preferred, gas company or telephone bill.
 - ***What if my family is living with someone else?*** You must provide a copy of the ID of the person listed on the bill, the most recent utility bill, and a signed statement from that person stating the family resides full time at that address.
2. **Original Birth Certificate**
 - If a birth certificate is not available, you may bring another legal document verifying the age of the student. (i.e.: Passport/Visa or Permanent Resident Alien Card)
 - ***What if I do not currently have any birth records for my child?*** You must provide transcripts from your child’s previous school.
3. **Immunization Records**
 - Must show immunizations for measles (rubeola and rubella), mumps, polio, DPT, Hepatitis B, Varicella (Chickenpox), TDAP.
4. **Parent/Guardian ID**
 - Please note: If you are not the biological parent OR if there are any custody issues, you will need to go to our district office BEFORE enrolling.
5. **Records from previous school (not required but highly recommended)**
 - Transcripts, the most recent report card, discipline and attendance records would be very helpful for us to have.
 - **PLEASE NOTE: If any student is behind in credits, we may recommend that they enroll in one of our alternative education programs.**

Frequently Asked Questions:

- **Can my child enroll without me?**
 - NO. The parent/guardian must be present for enrollment.
- **Where do I enroll?**
 - After completing the online enrollment, please bring all the paperwork above to the BHS Attendance Office to complete the process. We are located at 902 N. Third St. Burbank, CA 91502
- **What are your hours?**
 - We are open for enrollment Monday-Friday from 7:00am – 2:30pm
- **Who can I call if I have questions?**
 - Please contact us at (818)558-4700. Use extension 51933, 51932, or 51931.
- **Will I need to go to the District Office?**
 - The only reasons you would need to start enrollment at the district are listed below:
 - *If your student is receiving Special Education services*
 - *If you are not the child’s biological parent and you have no proof of guardianship*
 - *If you have any custody issues*
 - *If your child is returning from Camp/Juvenile Facilities*
 - *If you are a caregiver, foster parent or in transition*
 - *If your student has ever been expelled or been through the SARB process.*
 - The district office is located at 1900 W. Olive Ave. Burbank, CA 91506
 - **Please call first for an appointment: (818)729-4467**

