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## Registration and Residency Verification

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Step #1: PLEASE VISIT OUR WEBSITE @ <https://mvla.asp.aeries.net/air/> to begin the online registration process.

Step #2: Once your online registration has been completed and submitted, the Registrar at your assigned high school will contact you.

- Merna Khoury, MVHS (650) 940-4600 x 1020 or [merna.khoury@mvla.net](mailto:merna.khoury@mvla.net)
- Elena Baquero, LAHS (650) 960-8811 x 2020 or [elena.baquero@mvla.net](mailto:elena.baquero@mvla.net)

Step #3: PLEASE BRING ALL ORIGINAL DOCUMENTS WHEN YOU MEET WITH THE REGISTRAR

- Registration Confirmation printout
- BIRTH DOCUMENT - one from following list:
  - Birth Certificate
  - Passport
  - Baptismal certificate
- IMMUNIZATION RECORD showing that all immunizations are current including Tdap given after 10<sup>th</sup> birthday
- TUBERCULOSIS
  - For students coming from schools within Santa Clara County: proof of TB test
  - For students coming from schools outside Santa Clara County: TB Risk Assessment for School Entry Form completed and signed by a licensed health professional
- PROOF OF RESIDENCE in the Mountain View Los Altos High School attendance area. (Three (3) documents are REQUIRED to establish residency).
  1. Parent/Legal Guardian's picture ID from the following list (ID does NOT need to have current address.):
    - \_\_\_\_\_ a. Current Driver's License
    - \_\_\_\_\_ b. Current ID Card
    - \_\_\_\_\_ c. Valid Passport or Consulate issued picture ID
    - \_\_\_\_\_ d. Voter Registration CardAND
  2. One of the following ORIGINAL documents with parent/guardian's name and address:
    - \_\_\_\_\_ a. Current valid Vehicle Registration
    - \_\_\_\_\_ b. State or Federal Tax Return filed within the past 12 months with W-2 form attached
    - \_\_\_\_\_ c. Current bank statement issued within 35 days from the date of registration
    - \_\_\_\_\_ d. Current utility bill issued within 35 days from the date of registrationAND
  3. One of the following ORIGINAL documents with parent/guardian's name and address:
    - \_\_\_\_\_ a. Current Property Tax bill with parent/guardian's name, and property address, indicating homeowner's exemption
    - \_\_\_\_\_ b. Current Lease-Rental agreement on company printed forms which include parent/guardian's name; student's name; manager or owner's name and phone number (Military housing residents need to provide "Assignment to Quarters" form from the Base Housing Department.)
- TRANSCRIPT from previous high school is highly recommended for proper placement in classes needed to fulfill graduation requirements from Mountain View Los Altos High School District. (Grades 10-12)
- WITHDRAWAL FORM from the previous school (if student is transferring in after the school year has begun).
- GUARDIANSHIP PAPERS - If the student does not live with parent(s), we must see documents providing legal guardianship or we can provide you with an AFFIDAVIT OF RESIDENCE AND RESPONSIBILITY/CAREGIVER'S AFFIDAVIT, which must be signed by the guardian and legal parent. Please contact Grace Icasiano @ 650-940-4650 x0031 to make an appointment.
- SPECIAL SERVICES – If the student currently has an I.E.P or 504 plan. Documents outlining special services requirement. If a student currently has a P.O. (Probation Officer) please bring documentation
- Students whose home language is not English are required to be tested for placement.