

## SCHOOL ENROLLMENT GUIDE A: San Juan Unified 2 Districts, 2 Different Procedures

Note: Students need to have ALL vaccinations up-to-date according to this chart which can be found at: [www.shotsforschool.org](http://www.shotsforschool.org) BEFORE they can enroll!

### San Juan Unified School District (SJUSD) – Before Leaving Your Home

- Print School Info Sheet (Optional: if provided in Volunteer Coordinator’s email)**
- Locate the apartment unit and San Juan Central on your GPS device (Optional)**
  - **San Juan Central:** [3700 Garfield Ave. Carmichael, CA 95608](#)

### At the Family’s Apartment

- Greet family and be sure family brings the following:**
  - Passports/Visas or I-94’s (Social Security cards are not required to enroll)
  - Immunization records (original copies and any new records from local clinic)
  - Rental agreement for proof of residency
  - EBT card (to sign up for reduced lunch)
  - Food and water (optional)

### At San Juan Central (K-12): 3700 Garfield Ave. Carmichael, 95608

- Drive father (and high school children, if applicable) to San Juan Central** (Corner of Engle Rd. and Garfield)
  - Hours: Mon, Tues, Wed & Fri: Open 8:00am - 4:30pm; \*\*Thursdays: Open 11:00am - 6:00pm\*\*
- Go to Enrollment Room and sign in**
  - Ask for enrollment packet and help family fill out the enrollment packet (use email/School Info Sheet)
  - Request and complete one free lunch form per family (they are not included in the packet)
- Turn in enrollment packet and receive further instructions**
  - High school student(s) may take English proficiency test for placement (or will be given an appointment)
  - Child(ren) will be assigned to local school(s)
  - High school students will need to schedule an appointment with an intake/guidance counselor

### After completing school enrollment at San Juan Central

- Drive the family home and remind them of school start time/end time(s) and to check in at school office**
- [Optional – if you have time] Take family to assigned school(s)**
  - Show family the school office so they know where to sign in on the first day of school
  - If school is open: Go into the school office and introduce family to the school clerk (they may be able to do a brief tour of the campus)
  - High school intake: 1-2 additional hours to schedule classes/discuss rules – this can be done another day
  - Please make a note in Track It Forward if you need another driver to take them to their local school(s).
- Log volunteer hours on Track It Forward and provide feedback in the “Notes” section.**
  - Example: “Sadat. Enrolled in school. Start Th 3/2. Still need Proof of Health Exam signed by doctor”

## ENROLLMENT GUIDE B: Twin Rivers Unified 2 Districts, 2 Different Procedures

Note: Students need to have ALL vaccinations up-to-date according to this chart which can be found at: [www.shotsforschool.org](http://www.shotsforschool.org) BEFORE they can enroll!

### Twin Rivers Unified School District (TRUSD) – Before Leaving Your Home

- Print School Info Sheet (Optional: if provided in Volunteer Coordinator’s email)**
- Locate the apartment unit and local school(s) on your GPS device (Optional)**
  - For location of school(s): Check email from Transportation Volunteer Coordinator.

### At the Family’s Apartment

- Greet family and be sure family brings the following:**
  - Passports/Visas or I-94’s (Social Security cards are not required to enroll)
  - Immunization records (original copies and any new records from local clinic)
  - Rental agreement for proof of residency
  - EBT card (to sign up for reduced lunch)
  - Food and water (optional)
  - Car seats (if applicable)

### At Local Assigned School(s): K-4/5 or K-8; 5/6-8 (middle school); 9-12 (high school)

- Drive father to local school** (may need multiple trips if children go to elementary, middle, and high school)
  - To find school site(s): Check email from Transportation Volunteer Coordinator
  - Local school info (including address and bell schedule): [www.twinriversusd.org/schools/](http://www.twinriversusd.org/schools/)
  - Recommend taking middle and high school children with father so they can see their school campus
- Go to School office and ask for the school clerk/secretary**
  - Ask for enrollment packet and help family fill out the enrollment packet (use email/School Info Sheet)
  - Request and complete one free lunch form per family (often included in the packet)
- Turn in enrollment packet and receive further instructions**
  - English proficiency test(s) for placement are usually scheduled for a later date
  - High school students will need to meet with an intake/guidance counselor
  - Bus transportation available for students within a 3-mile radius (esp. if on other side of freeway)
- [Optional – if you have time] Walk middle and high school children around campus to locate classrooms**
- Go to School Office for other children (if applicable) and repeat steps**

### After completing school enrollment

- Drive the family home and remind them of school start time/end time(s) and to check in at school office**
- Log volunteer hours on Track It Forward and provide feedback in the “Notes” section.**

Example: “Sadat. Enrolled in school. Start Th 3/2. Still need Proof of Health Exam signed by doctor”

## Frequently Asked Questions (FAQ's)

### Where do I find the information needed to complete the enrollment paperwork?

The Transportation Volunteer Coordinator (VC) will send an email with this information – if provided, use the attached one-pager “School Info Sheet”; you may also find this information in the refugees’ passport visas or I-94’s and by asking the parent(s) directly. The district staff are usually helpful and may have the answers to your questions as well.

### The family forgot to bring a mandatory document (e.g. rental agreement). What should we do?

Advocate! See if you can complete and turn in the enrollment paperwork without the documentation or see if you can go back to get the necessary documents. If the refugee family does not have what’s needed, please note this in your Track It Forward entry (or in a separate email to the Transportation VC) and complete all enrollment paperwork with the family so they are one step closer to their goal. World Relief will help them get the necessary documentation and arrange for a driver to complete enrollment.

### What if we cannot complete the school enrollment process?

School enrollment can take several days, depending on the district and number of children needing to be enrolled. Complete as much as your availability allows and then let us know what still needs to be done – you are part of the World Relief team and we are here to help! After you drop off the family, please send detailed feedback in the Notes section of your Track It Forward entry or submit a short entry to log your hours and then send the follow-up information in a separate email to the Transportation VC.

### What if we need a gate code to get into the apartment complex?

All the information regarding the family’s apartment will be provided in the email from the Transportation VC. If no gate code is found, you may call the refugee to meet you outside the complex – be sure they bring their car seats (if applicable). You may dial \*67 before the refugee’s phone number to block your number (it will appear as “Private” or “Anonymous”). If you cannot reach the refugee, please call the Transportation Volunteer Coordinator for further assistance.

### What do I do if the family does not have their car seats?

Most districts only require the father to be present to enroll so first check the email sent by the Transportation VC. Please do not take children under age 8 without using car seats. It is against the law and we want to make sure you are not putting yourself (or the children) at risk. You may consider walking if the enrollment location is close or checking with the family to see if they can ask a friend or neighbor to borrow their car seats. Otherwise, check with the Transportation VC for further instructions.

### What do I do if the family invites me in for tea or a meal after taking the family home?

If you do not have the extra time, simply decline politely. Typically, this invitation is given as a courtesy, as expected by their culture, so it is likewise customary for a guest to politely decline the first invitation. If you have assisted the family in the past, it would be appropriate to accept a second invitation (if your schedule allows). However, if you believe the family genuinely wants to connect as a way to express thanks for your service, you are welcome to stay for tea/meal if you are invited and have the extra time.

### What counts as volunteer hours in Track It Forward? Why do we have to log volunteer hours?

Please only record the hours and mileage from the refugee family’s apartment to the enrollment location(s) and back (World Relief cannot accept travel time to/from your own home). **Remember to include the refugee family’s last name in the “Notes” section.** World Relief is required to match all hours to specific families served. Logging hours is vital to the success of our programs, including grants that rely heavily on documentation of volunteer participation. World Relief reaches out to donors with the total number of volunteer hours served and receives further funding to help refugees both locally and abroad. For further questions about Track It Forward, please email Jessica Alvarado at [JAlvarado@wr.org](mailto:JAlvarado@wr.org).