

Employment Based Enrollment Frequently Asked Questions



I only work part-time within Clovis Unified boundaries. Is my child still eligible to attend Clovis schools?

Yes, as long as you work a minimum of 10 hours per week. California law allows a parent or legal guardian working a minimum of 10 hours per week anywhere within the boundaries of Clovis Unified to use their place of work address for the purposes of enrolling their child in CUSD.

I am a step-parent, caregiver or other family member who works within Clovis Unified. Can I use my work address to enroll a child in Clovis Unified?

No. Only a parent or legal guardian may use their place of work as qualification for Employment Based Enrollment.

Does my transfer need to be approved by my home district before I can use my work address to enroll in CUSD?

You do not need to contact your current district before initiating the Employment Based Enrollment process, unless you reside within the Sierra Unified School District boundaries. (Residents of Sierra Unified School District are not eligible to participate in Employment Based Residence Enrollment at this time as their number of transfers has exceeded state regulations. However, these students may pursue a traditional Interdistrict transfer.)

While your transfer does not need to be approved by your home district, it is recommended that you register your child in your home district, as a back-up plan, while you await the results of your application.

How do I get the process started?

Present a completed Annual Employment Verification Form (Board Policy 2202, Exhibit 6) and a current paycheck stub or business license to the CUSD Student Services & School Attendance office, 1465 David E. Cook Way, Clovis, CA 93611. The Annual Employment Verification Form can be found online at cusd.com/transfers.aspx or at the Student Services & School Attendance office.

Can I choose which school my child will attend?

You may request a specific school but are encouraged to provide several schools of choice as some schools may be unavailable due to high enrollment numbers. Our Student Services office will work with you to find space at a school that meets your needs.

When will I find out if my request for a school has been authorized?

For applications submitted before May 1 for the following school year, you may expect to receive notice of the enrollment choices before July 1. For enrollment requests during the current school year, the district will generally process your application for enrollment within a week. For enrollment requests submitted after May 1 for the following school year, you may expect to receive notice of the enrollment choices in early August.

What happens after my enrollment has been authorized?

Once approved, you may enroll your student at your new school with a birth certificate, proof of up-to-date immunizations, and proof of a home mailing address (the complete list of acceptable documents can be found at cusd.com/EmploymentBasedEnrollment.aspx).

How long is my transfer valid?

The transfer is valid through the 12th grade, however, the Annual Employment Verification Form needs to be submitted each year.

What happens if my child's school becomes impacted?

Once your child is enrolled in a CUSD school and so long as you annually verify employment within the District, your child will remain enrolled.

Where can I go for more information?

You can find more information online at cusd.com/enroll or in person at the Student Services & School Attendance office, 1465 David E. Cook Way, Clovis, CA 93611.

