

**VANDENBERG MIDDLE SCHOOL**  
**Enrollment Procedure**

**WELCOME TO VANDENBERG MIDDLE SCHOOL!**

In order to make the Enrollment of your child proceed smoothly, we ask that you call the VMS counseling department to schedule an appointment at 805-742-2710. Please bring the following forms with you to the appointment:

1. Immunization Record. (A student may not be enrolled without an immunization record. Students need to have THREE HEPATITIS, A SECOND MMR and 1 dose of Tdap to enter the 7th grade.)
2. Proof of Residence (utility bill or Title, Deed, or Lease agreement)
3. Birth Certificate.
4. If the child being enrolled is not your son or daughter, we must have guardianship papers which give Power of Attorney to the caregiver.
5. If your child has been in Special Education and has an active I.E.P., please bring a copy of it with you.
6. Any previous school records.

**SPECIAL CIRCUMSTANCES:**

Please be aware that it is required by law, that we be informed of all special circumstances regarding your child, i.e.:

1. If he/she has been expelled from the previous school or has a hearing pending.
2. If he/she was enrolled in a special class designed to modify behavior.
3. Please inform us if student is in transition. Accommodations will be provided.

Thank You,

VMS Counselors  
(805) 742-2710