



## FREQUENTLY ASKED ENROLLMENT QUESTIONS

### How do I register for Racine Unified School District (RUSD)?

- Registration for new families or families returning to RUSD can be done online. Information about how to register is available [here](#).

### What documents are required to complete my student's enrollment?

- Birth Certificate and proof of address.

### What documents are accepted as proof of address?

- Utility bill (if you pay your WE Energies bill online a screenshot is acceptable), pay stub, bank statement, change of address confirmation from the US Postal Service, letter from the state of Wisconsin, lease, warranty, deed or trustee's deed. You can scan these documents or take a picture of them and email them to [enrollment.center@rusd.org](mailto:enrollment.center@rusd.org). *PLEASE NOTE: All items (i.e. lease) must be executed/signed and dated within 60 days of the date they are provided to us. All envelopes must be opened and we must be able to view the name, address and date on all documentation.*

### How do I update my home address?

- Email a current proof of address and valid picture ID of the parent/guardian to [enrollment.center@rusd.org](mailto:enrollment.center@rusd.org).

### How do I find my child's school based on my home address?

- Please enter your home address on [this website](#) (username: Guest, password: Guest) to learn which school is your home school based on your address. You can also view a map of District boundaries [here](#).

### Why is my home school so far away when another school is right across the street/around the corner from my house?

- Boundaries are drawn by census tract and not by geographical location. Some locations in the city have more students than others, and in an attempt to keep classrooms at optimum capacity, it is sometimes necessary to send children to a school that is further away from their home than a school that is close. It may also be possible that the school near you is a choice school, requiring a separate enrollment application to be completed during the annual [School Choice](#) window.

### How do I register for School Choice?

- The School Choice Window is open annually from December 1 through January 15 and is effective for the following school year. *PLEASE NOTE: School Choice is a lottery and students are placed based on seat availability.*



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### Why haven't I been notified about my School Choice request/application?

- Parents/guardians are notified via postal mail *only if their student was assigned to a school of choice*. Please check those sources starting at the end of March.

### Want to see if your household is eligible to waive textbook and test fees, sports fees or receive scholarships?

- Fill out the Alternate Household Income Form and the Sharing Information with Other Programs Waiver. This must be done annually. Learn more here: <https://news.rusd.org/3ITTITb>.

### Have additional questions? Please contact:

- Communications.....262.631.7069 / [info@rusd.org](mailto:info@rusd.org)
- Dual Language..... 262.631.7108
- Early Learning.....262.631.7138 / [earlylearning@rusd.org](mailto:earlylearning@rusd.org)
- Enrollment.....262.631.7194 / [enrollment.center@rusd.org](mailto:enrollment.center@rusd.org)
- Extended Learning.....262.664.6990 / [extended.learning@rusd.org](mailto:extended.learning@rusd.org)
- Family Engagement.....262.631.7080 / [family.engagement@rusd.org](mailto:family.engagement@rusd.org)
- FIT (Families in Transition/McKinney Vento).....262.619.4620
- Food Service.....[food.service@rusd.org](mailto:food.service@rusd.org)
- Health Services.....262.619.4650
- Special Education.....262.631.7151
- Student Services.....262.631.7176
- Transportation.....262.631.7138 / [transportation.department@rusd.org](mailto:transportation.department@rusd.org)

School contact information can be found at:  
<https://rusd.org/schools>