

California Online Public Schools Enrollment Checklist

Step 1: Log in to REG-Online

- ☐ Create Your Household Account in REG-Online
- ☐ Set your REG-Online password (*password link expires after 72 hours*)

Step 2: Prepare Your Documents

- ☐ Proof of Residence
 - A residential utility bill
 - *Acceptable Documents Include: gas, electric, water, sewage, cable, internet, or trash bill from the last 90 days, in the resident's name and address*
 - Mortgage statement from the last 90 days or current annual lease agreement
 - Property tax statement
 - Current voter registration card
 - Payroll stub from the last 90 days
 - Letter from a government agency from the last 90 days
- ☐ Proof of Age
 - Official birth certificate
 - Passport (U.S. and other countries)
 - Certificate of live birth
 - Military ID or Driver's License
 - Adoption record
 - Tribal affiliation card
 - Green card
 - Custody documentation
 - Medical records
 - School records from previous school
- ☐ Optional Documents to Submit if available (not required to continue with enrollment)
 - Unofficial Transcript or Report Card – can assist with a faster course placement process
 - Individualized Education Plan (IEP) or 504 Plan
 - Custody Documentation
 - Immunization Records

Step 3: Complete Application

- ☐ Ensure all required fields are complete – look for the green check mark next to each section!
- ☐ Monitor your email for an enrollment confirmation email within 2-3 business days. *If the Enrollment Team needs more information before processing your student's application, you can expect to receive a phone call and email within the same timeframe*

Need Help?

Work directly with a CalOPS Enrollment Coordinator if you need assistance or have questions about the enrollment process

- Call us at 1-800-906-5166 or schedule a call [here](#)
- Email enrollmenthelp@californiaops.org



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