



CIS ACADEMY  
PASADENA UNIFIED SCHOOL DISTRICT  
2925 E. Sierra Madre Blvd., N-108 Pasadena, CA 91107

**Jack Loos, Principal**

**Office (626) 396-5883  
Fax (626) 398-8793**

July 27, 2020

**Dear Parent and student,**

**You have been accepted into the CIS Academy for the Fall of 2020. Enclosed is the CIS registration packet. This packet must be completed and returned immediately. These forms can also be found on the CIS web page. If you are already a PUSD student please send a copy of your withdrawal form, immunization record and a current utility bill. If you are new to the district please send a copy of your birth certificate, immunization record, proof of Tdap booster, complete high school transcript, current utility bill, mortgage payment receipt or rental agreement.**

**Register online at, <https://www.pusd.us/Page/8213>**

**If you are unable to complete online enrollment, you may mail registration form and documentation to Enrollment Permits & Student Records, 351 S. Hudson Avenue Room 123, Pasadena CA 91101 or Fax to (626) 795-9530. Please contact District Registrar, Annie Jananian [districtregistrar@pusd.us](mailto:districtregistrar@pusd.us) before mailing or faxing documents. To obtain Registration Forms, select here: [English form](#) and [Spanish form](#).**

**There will be a mandatory CIS virtual orientation and meeting with your counselor. You will be notified of time and date after your packet is complete and turned in. You will not be assigned a Master teacher or classes until everything is complete.**

If you have any questions email us at

Debbie Curtin	Lead Teacher	<a href="mailto:curtin.deborha@pusd.us">curtin.deborha@pusd.us</a>
Irma Gutierrez	Office Manager	<a href="mailto:gutierrez.irma@pusd.us">gutierrez.irma@pusd.us</a>
Cassandra Mixon	Registrar	<a href="mailto:mixon.cassandra@pusd.us">mixon.cassandra@pusd.us</a>

Sincerely

Jack Loos  
Principal