



**SFUSD** SAN FRANCISCO  
PUBLIC SCHOOLS

# Application, Placement, & Enrollment Handbook

effective for the 2011 – 2012 school year

[www.SFUSD.edu/enroll](http://www.SFUSD.edu/enroll)

Discover  
Apply  
Enroll

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# Welcome to San Francisco public schools!



The mission of the San Francisco Unified School District is to provide each student with an equal opportunity to succeed by promoting intellectual growth, creativity, self-discipline, cultural and linguistic sensitivity, democratic responsibility, economic competence, and physical and mental health so that each student can achieve his or her maximum potential.

Our vision for San Francisco students and families is that every student who enrolls in our schools will graduate from high school ready for college and careers and equipped with the skills, capacities, and dispositions necessary for 21<sup>st</sup>-century success.

Apply by  
February 18, 2011

# Discover. Apply. Enroll.

This handbook will guide you through the steps for applying and enrolling in San Francisco public schools. We offer you details about how to:

**Discover** your school options and decide which schools to list on your application.

**Apply** to San Francisco public schools and understand the policies that will govern how we process your application and make a school placement.

**Enroll** in a school based on your placement.



## Key Dates

**November 13, 2010** – Discover: Go to the Enrollment Fair. Pick up enrollment applications, school guides, and tour information – available at schools and at the Educational Placement Center; attend a Discovery Workshop.

**December 17, 2010** – Lowell applications due

**February 18, 2011** – Apply: Applications due for March Placement

**March 18, 2011** – March placement notification

**March 21-24, April 4-15** - Enroll: Register at assigned school. (If you wish: Submit amended choice forms and appeals for May Placement)

**May 13, 2011** – May placement notification

**May 16-31** – Enroll: Register with SFUSD to accept your placement offer; Appeals due

**June 1, 2011** – Open Enrollment – receive placement into schools with openings after May placement period

**August 1, 2011 (to be confirmed)** – August placement notification

**August 15, 2011 (to be confirmed)** – First day of school

**August 12, 2011** – Final August placement notification

## How to Apply: At a Glance

### 1. Prepare Documents

**Parent/Guardian's Picture ID:** Applications must be submitted in person by the Parent/Guardian

**Proof of birth:** If the document does not contain the Parent/Guardian name, additional guardianship verification is required.

- Birth Certificate
- Hospital record

**Proofs of home address:** Two proofs of home address that include the name and address of the Parent/Guardian. Original documents dated within the last 45 days.

- One to two utility bills from different agencies such as PG&E, water, cable, or garbage (No cell phone bills will be accepted)
- Both automobile registration and auto insurance (Count as one proof)
- Homeowner's or renter's insurance policy
- Property tax assessment
- Official letter from a social service/government agency
- Grant deed, Title of property or rental/lease agreement with property owner's documentation
- Section 8 agreement

### 2. Fill Out Form

**Pick up form:** Forms are available at the Educational Placement Center office, or at any school

**Complete all sections:** Incomplete applications turned in by the due date (February 18, 2011) cannot be processed as on-time applications.

**Sign:** Signing the application form assures that the information provided is true.

### 3. Submit

**Where:** You can turn in your completed application form to the Educational Placement Center, 555 Franklin Street, Room 100.

**When:** Apply by **February 18, 2011**

## **Visit the Educational Placement Center (EPC)**

The EPC provides basic information about SFUSD schools. Staff can answer your questions about enrollment procedures and placement guidelines. The EPC distributes enrollment applications and informational materials about the enrollment process, accepts enrollment applications, conducts language assessments, and generates assignment offers.

*555 Franklin Street, Room 100*

*Hours: 8:00 am to 4:30 pm, Monday to Friday.*

**Stop in!**  
**We're here to help.**

## **The Steps: Discover. Apply. Enroll.**

### **1. Plan Ahead to Register “On-time”**

Applying by February 18, 2011 gives you the best chance of receiving a placement into a requested school. We process all applications received by February 18, 2011 together. We encourage you to take time to find out about and visit schools before you submit your application. If you submit an application by February 18, 2011, you will receive a placement offer on March 18, 2011.

### **2. Discover - Research All of Your Available School Options**

San Francisco Unified School District (SFUSD) offers a wide variety of high quality school programs. While every school is responsible for teaching our children to the same high academic standards, each school has unique features and services. Explore your school options to find out which schools will best meet your child's needs.

#### **Visit schools**

We encourage you to visit the schools that you are considering for your child. It's a great way to meet staff, find out about services, and get a feel for the environment of the school. All schools encourage visitors. We've listed "visitation days" in each school description in the Guide to Schools. We've also included contact numbers for each school. Please call ahead and plan your visit. Stop by the school office to sign-in. Then take a tour, observe classes, and talk to principals, teachers, and other parents.

#### **Come to a Discovery Workshop (see page 10 for a schedule of workshops)**

Staff from the Educational Placement Center will be available at each of the workshops to provide important enrollment information including key dates and how the new placement policy works for each grade level. All supporting documents such as enrollment applications, the enrollment guidelines, school guides, and assessment and tour information will be available.

### Visit our website

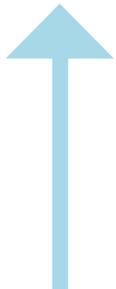
Look up information about SFUSD schools on our website at [www.sfusd.edu/enroll](http://www.sfusd.edu/enroll). Our website offers general information about our school district and enrollment. Additionally, each school publishes a Balanced Scorecard which explains the school's philosophy, focus, and goals. The School Accountability Report Card provides a school summary and data on demographics, attendance, and test scores. Materials are also available in other languages.

### 3. Apply - Obtain and Complete an Application

You may request any school in the San Francisco Unified School District and can list an unlimited number of schools and programs on your application. Applications are available at all SFUSD schools and at the Educational Placement Center located at 555 Franklin Street, San Francisco. You may also print out an application from our website at [www.sfusd.edu/enroll](http://www.sfusd.edu/enroll). If your child currently attends a San Francisco Unified School District school and will be entering middle school (6<sup>th</sup> grade) or high school (9<sup>th</sup> grade) next year, you will receive an application in the mail. If you don't receive an application in the mail by November 17, 2010, call EPC at 415-241-6085 to request one or pick up a general application form at any school site.

## TIP

List as many schools as you'd like on the application.



New students and those who have recently moved will need to provide the following original documents with the enrollment application:

- Parent/Guardian's picture ID
- Proof of birth to include birth certificate or official hospital record. If the document does not contain the parent/guardian's name, additional guardianship verification is required.
- Two (2) proofs of home address that include the name and address of the parent/guardian. Any two(2) of the following original documents dated within the last 45 days need to be provided:
  - One to two (1-2) entire utility bill(s) from different utility agencies such as PG&E, water, cable or garbage. No cell phone bills will be accepted.
  - Both automobile registration and auto insurance (Count as one (1) proof)
  - Homeowner's or renter's insurance policy
  - Property tax statement
  - Official letter from a social service/government agency
  - Grant deed, title of property or rental/lease agreement with property owner's documentation
  - Section 8 agreement

#### 4. Turn In Your Application

Make sure that you return your application on time. (See Key Dates) You must return your application in person.

- If your child is in a SFUSD school in a transitional grade (5<sup>th</sup> or 8<sup>th</sup>), return your enrollment application to your child's current school.
- If your child is entering kindergarten and you have an older child currently attending an SFUSD elementary school, you may turn your application into your older child's SFUSD elementary school.
- If your child is entering an SFUSD school for the first time or you are transferring your child from one SFUSD school to another SFUSD school in a non-transitional grade, return your enrollment application to the Educational Placement Center.
- For your convenience, you may turn in your enrollment application at the Educational Placement Center or at the school sites listed below on special dates. New students applying to SFUSD—be sure to bring all required documents.



#### TIP

Apply early so you will have time for a language assessment.

#### Educational Placement Center

555 Franklin Street, Room 100

#### School Sites & Special Dates:

- **Wednesday, February 9, 2011**, 4:00 pm – 7:00 pm  
Dr. Charles Drew Elementary, 50 Pomona Avenue  
Frank McCoppin Elementary, 651 – 6<sup>th</sup> Avenue
- **Thursday, February 10, 2011**, 4:00 pm – 7:00 pm  
Sheridan Elementary, 431 Capitol Avenue  
Jean Parker Elementary, 840 Broadway Street
- **Monday, February 14, 2011**, 4:00 pm – 7:00 pm  
Daniel Webster Elementary, 465 Missouri Street
- **Wednesday, February 16, 2011**, 4:00 pm – 7:00 pm  
Francis Scott Key Elementary, 1530 – 43<sup>rd</sup> Avenue

#### 5. Schedule Language Assessments (if applicable)

If your child speaks a language other than English, he/she will be assessed for his/her current language skills and may be entitled to additional services. The language assessments evaluate a child's proficiency in English and in his/her native language. Since the results help parents identify appropriate program placement for their child, parents should return their enrollment application early so that EPC can schedule and conduct the appropriate assessments. After parents receive the results, they will have the opportunity to finalize their enrollment application. See page 37 of this guide for more information.

#### 6. Enroll - Register Your Child at His/Her Assigned School

Once your child has received an assignment, register him/her at the assigned school within the timeframe indicated on your placement letter. If you do not register your child by the deadline, the offer will be canceled and the space will be made available to other students.

# Student Achievement:

Engage high achieving and joyful learners.



## Come to a Discovery Workshop!

Staff from the Educational Placement Center will be available at each of these enrollment workshops to provide important enrollment information about key dates; clarify the new placement policy, application, and enrollment process; and collect enrollment applications.

School guides, tour information, enrollment applications, and other supporting documents will be available at all workshops. You will have an opportunity to ask your questions about the process. Translation services will be provided.

Date	Time	School
Saturday, November 20	10:00 am – 12:00 pm	Dr. Charles Drew Elementary 50 Pomona Ave
Wednesday, December 1	6:00 pm – 8:00 pm	Marina Middle School 3500 Fillmore Street
Thursday, December 2	6:00 pm – 8:00 pm	AP Giannini Middle School 3151 Ortega Street
Saturday, December 11	10:00 am – 12:00 pm	Bryant Elementary School 1050 York Street
Saturday, December 4	10:00 am – 12:00 pm	Bret Harte Elementary 1035 Gilman Ave
Saturday, January 22	10:00 am – 12:00 pm	Junipero Serra Elementary 625 Holly Park Circle
Saturday, January 29	10:00 am – 12:00 pm	Rosa Parks Elementary 1501 O'Farrell Street

## Help is Here: Enrollment Services for Families

The Educational Placement Center (EPC) is the first stop on the road to education in SFUSD. The EPC has a number of Placement Counselors who can help you with the entire enrollment process whether your child is new to SFUSD or already attending a SFUSD school. We can help you any time of the year. We are open from 8:00 am to 4:30 pm and no appointment is necessary.

In addition, the EPC staff visit many sites and attend many different events throughout the enrollment process. You'll find information about some of these events and workshops on the website at [www.sfusd.edu/enroll](http://www.sfusd.edu/enroll).

*Educational Placement Center  
555 Franklin Street, Room 100  
San Francisco, CA 94102  
Phone: 415.241.6085  
FAX: 415.241.6087*

### Come see our Enrollment Bus in 2011!

Visit our Mobile Enrollment Center from 10AM to 1PM and:

- Talk to one of our Placement Counselors
- Submit your Application for School Year 2011-2012

1/4/11 *Instituto Familiar de la Raza*. 2919 Mission St. 94110

1/7/11 *City College of San Francisco Misson Campus*. 1125 Valencia St. 94110

1/11/11 *Shih Yu-Lang YMCA*. 220 Golden Gate Av. 94102

1/14/11 *Ella Hill Hutch Community*. 1050 McAllister St. 94115

1/25/11 & 2/17/11 *City College of San Francisco Southeast Campus*. 1800 Oakdale Av. 94124

1/27/11 *Vis Valley Boys & Girls Club Clubhouse*. 1099 Sunnydale Av. 94134

2/1/11 *Treasure Island Boys and Girls Club*. 401 13th Av. 94130

## Apply

### Prepare Your Documents

When you apply to a San Francisco public school, we will ask you to provide documents that verify student's age and residency. Here are the details of age and residency policies.

### Age Requirements

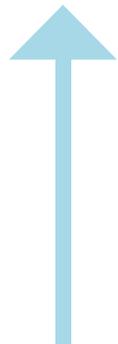
California law requires that a child must be five years old on or before December 2 of the school year to be legally eligible for kindergarten and six years old on or before December 2 to be legally eligible for first grade.

### Residency

A minor's residence is presumed to be the legal residence of the parent(s) or guardian(s) who have physical custody of the minor. In order to be enrolled in SFUSD, the student's parent/legal guardian must reside in San Francisco at the time of application and for the entire period of enrollment in SFUSD.

\* This residency policy does not apply to homeless students.

**TIP:**  
Bring a birth certificate, or hospital record when you apply.



### Definition of Residency

For the purpose of this policy, a resident is an individual who is a full time occupant of a dwelling located in San Francisco and who, on any given day, is likely to be at their stated address when not at work or school. In determining the place of residence the following rules shall be observed:

- It is the place where one remains when not called elsewhere for labor or other special or temporary purpose, and to which he/she returns in seasons of repose.
- There can only be one residence.
- A residence cannot be lost until another is gained.
- The residence of the parent/guardian with whom an unmarried minor child maintains his/her place of abode is the residence of such unmarried minor child.
- The residence can be changed only by the union of act and intent.
- If the parents are separated and live at different addresses, the pupil must physically reside with the parent in San Francisco at least 50% of the time.

Temporary residence in San Francisco, solely for the purpose of attending a SFUSD school, shall not be considered residency. A person who owns property in San Francisco, but does not reside in San Francisco, is not considered a resident.

### Required Documents

All applicants must submit a Parent/Guardian ID, Proof of Birth and at least two Proofs of Residency. (See below).

Documents must be preprinted with the name and address of the student's parent or guardian and must be presented at the Educational Placement Center at the time of application. Applicants who do not have the required documents will be asked to return to EPC with the appropriate materials in order to enroll. (This policy does not apply to foster youth, who will be enrolled immediately notwithstanding the absence of records).

Parents or guardians of new students will need to provide all the following original documents (A, B, C) **in person** with the enrollment application:

A. Parent/Guardian's Picture ID

B. Proof of Birth. If the proof of birth document does not contain the parent/guardian's name, additional documentation is required to establish a link between the child and parent/guardian.

- Birth certificate
- Hospital record

C. Two proofs of home address that include the name and address of the parent/guardian. Any two (2) of the following original documents dated within the last 45 days need to be provided:

- An **entire** utility bill from an agency such as PG&E, water, cable or garbage. **No cell phone bills will be accepted.**
- Both automobile registration and auto insurance policy with address indicated (count as one proof)
- Homeowner's or renter's insurance policy
- Property tax statement
- Official letter from a social service/government agency
- Grant deed, title of property
- Rental/lease agreement accompanied by legal affidavit from landlord affirming tenancy and record of most recent rent payment
- Section 8 agreement

The District retains the discretion to accept alternative documents where the parent/guardian is unable to procure the required documentation due to unique and unavoidable circumstances.

These documents also will be required for any change of address and may be requested for transitional students entering 6<sup>th</sup> or 9<sup>th</sup> grade.

### **Special Situations**

A student may also establish residency by providing official documentation deemed sufficient to the District to show that s/he is an emancipated minor living in SF; is in the court-appointed care of a licensed foster home, family home or licensed children's institution within SF; is confined to a hospital or residential care in SF for treatment of a temporary disability; lives with a caregiving adult; or has obtained an interdistrict permit. Enrollment in a particular school may be denied if District staff determine that the student resides with a caregiver rather than the parent solely for the purpose of attending a particular school.

### **Verification of Residency**

The Superintendent or designee shall annually verify, at the Superintendent's discretion, the student's residency and retain a copy of the document(s) offered as verification of residency in the student's mandatory permanent record.

If any district employee reasonably believes that the parent/guardian of a student has provided false or unreliable evidence of residency, the Superintendent or designee shall make reasonable efforts to determine whether the student meets legal residency requirements.

In order to verify residency, SFUSD reserves the right to request additional documents and/or to conduct an investigation. Because residency can change for students and their families during the school year, SFUSD may verify residency at any time, or may require proof of continued residency at such intervals (e.g. monthly, quarterly, annually) as may be deemed appropriate, including in transitional grades.

### **Students Who Move After Enrollment**

If the parent/guardian who has physical custody of the student(s) moves out of San Francisco at any time after submitting the application for enrollment, s/he must submit a Change of Address form to the Education Placement Center within 14 days of the move if the family wants to continue attending school in San Francisco. Additionally, the family will need to apply for an interdistrict permit in the new district of residence. If the parent/guardian fails to submit a Change of Address form within 14 days of their move outside of San Francisco, the student's enrollment may be revoked.

### **Revocation of Enrollment**

If the Superintendent or designee determines that a student's enrollment and/or school placement is based on a false claim of residency, guardianship/caregiver, or any other false information, the student's enrollment will be revoked.

If the District finds that the student is not a resident of San Francisco, the student will be dropped from enrollment and required to enroll in school in the student's actual district of residence. If the District finds that the student is a San Francisco resident, but has obtained a particular school assignment based on other false information, the student will be dropped from the assigned school and may be re-enrolled in another SFUSD school that has space at the time of re-enrollment.

Families who have submitted false information to the District will be charged for the time and expenses that the District incurs to complete its investigation. If enrollment has been revoked, an interdistrict permit to attend school in San Francisco will not be granted for one year after revocation.

In addition to recovering investigation costs, the District reserves the right to pursue additional civil and criminal legal action against individuals who have submitted false information to the District to obtain enrollment in an SFUSD school.

### **Challenge of Revocation of Enrollment**

If the parent/guardian feels that the District's decision to revoke enrollment was made in error, s/he may submit a letter and supporting evidence to the Educational Placement Center within 7 days to challenge the decision.

The parent/guardian will receive a meeting with a representative from the EPC to discuss the parent's challenge. The District will respond within a reasonable amount of time to notify the parent/guardian of whether the decision to revoke enrollment has been sustained or reversed. This decision shall be final.

The student may remain in school until the challenge is exhausted.

### **Report residency fraud!**

Call our hotline at 415.522.6783 or e-mail at [AddressTipline@sfusd.edu](mailto:AddressTipline@sfusd.edu)

## Siblings

Students who live at the same address and have the same parent/guardian are considered siblings.

Younger siblings can be assigned to their older sibling's school if the older sibling will still be attending during the upcoming school year, and if space is available. If placement in the older sibling's school is desired, we strongly recommend that you list the older sibling's school on the application form as your first choice. If you do not list the older sibling's school as the first choice, there is a possibility that the student will be placed in a different school. We also recommend that you list other schools also in the event there is a lack of space in the older sibling's school.

An older sibling will not receive a priority to attend a younger sibling's school. The purpose of the sibling priority is to assist families with multiple children to enroll their children in a school together, not to provide a placement priority into multiple schools. Additionally, we strive to assign younger siblings into an older sibling's school as allowable by space, but may not necessarily be able to assign the sibling into the same program (such as language programs).

We encourage you to list additional schools in the event that space is unavailable in the older sibling's school or program.

Siblings who are applying for school at the same time for different grade levels cannot be guaranteed placement into the same school. There is a possibility that new siblings applying for school may be assigned to different schools based on space availability. Some families, in fact, *choose* to have the siblings attend different schools. There is no way we will know you desire to keep siblings together if different schools are listed in a different order of preference.

## Twins, triplets and multiples

Twins, triplets or multiples will be treated in the assignment process as individual students. However, if placement into the same school is desired, each application should indicate the same school choices in the same order. In the event that multiples are separated in the assignment process, a sibling tie-breaker will be assigned to the sibling requesting placement into the other sibling's school for any subsequent placement period.

### TIP

If you are completing applications for more than one child and want them to be in the same school, list school preferences in the same order on their applications.



# Access and Equity:

Make social justice a reality.



At San Francisco public  
schools, we

believe

**We believe in high achievement; joyful learning; a bright future for every San Francisco child; the value of diversity; full access to free, quality education; giving every family choices in selecting schools that are a good fit for their child's interests, needs, and dreams.**

### **Student Placement Policy**

These beliefs guide the new student placement policy. The new policy will begin with students entering grades K, 6, and 9 in Fall 2011. All currently enrolled students may remain at their current school.

The student placement policy governs which school each San Francisco Unified School District student will attend based on requests you make on your enrollment application.



## **Keeping it simple:**

We are committed to keeping school choice simple. To apply, tell us where you live and what schools you want.

The new student placement policy is about the diverse cultures of the San Francisco community. And it's about choice, because we've consistently heard from our communities that parents want choice.

## **Consistent. Clear. Fair.**

The new placement policy aims for every student's top choice, and we believe in meeting as many top choices as possible for all San Francisco families.

We believe you should know how children receive their school placements. The new policy uses school tie-breakers, applied in the same way to every student's school application. See pages 23-27 for the details on tie-breakers for your choice of school.

Tie-breakers ensure a fair chance for every student. We process all school applications received by the deadline at one time so that no one is at a special advantage or disadvantage.

A young girl with dark hair is looking down at a book. The background is blurred with warm colors. The text is overlaid on the left side of the image.

# Tell us where you live and what schools you want.

## To help make an informed choice...

### **Attend school tours**

to explore a variety of vibrant educational settings and programs. Each school is its own community.

**Take a look at new school guides** (available in October 2010), and visit the website, [www.SFUSD.edu/enroll](http://www.SFUSD.edu/enroll) to learn more about schools using the new interactive school guide.

### **Come to a workshop**

held by the SFUSD Educational Placement Center, or simply stop in at 555 Franklin Street, Room 100 to speak to a counselor. You can call us at 241-6085. We're open from 8:00 am to 4:30 pm and we're here to help you!

# Please Explain!

## TIE-BREAKERS

### What is a tie-breaker?

When there are not enough spaces available for the number of application requests, we use tie-breakers to place students. We follow the same steps with every application and always apply tie-breakers in the same order for each school. You can see what the tie-breakers are on pages 23-27.

## TEST SCORES

If you live in an area of the city that has low average test scores (the lowest 20 percent), this factor counts as a tie-breaker in school placement. The purpose of this policy is to expand opportunities for all San Francisco students.

## ATTENDANCE AREA

### What is an attendance area?

Elementary attendance areas are geographic borders drawn around most elementary schools throughout the district.

**For middle schools, there will be a temporary method for School Year 2011-2012 (see page 24).**

The attendance areas for middle schools are the geographic borders around the elementary schools that feed into the middle school. Elementary schools feed into middle schools, and middle school attendance areas exist in case families want to apply to another middle school and get a tie-breaker based on where they live.

High schools do not have attendance areas/geographic borders.

### How does my attendance area affect school placement?

We create attendance areas so there can be a system of helping you get placement in your attendance area school if you wish. You are not required to choose your attendance area school, nor can you be guaranteed a placement at your attendance area school.

Middle school students get an initial placement offer based on the elementary school they attend, regardless of where they live. If middle school students decide to choose different schools, they will get an attendance area tie-breaker based on where they live (**see page 24 for School Year 2011-2012**).

### Have attendance areas changed?

Yes, all schools with attendance areas will have

new boundaries. We are currently developing the new attendance areas; they will be available in the fall of 2010. Slight updates may be made in future years to accommodate demographic shifts.

### Does every elementary school have an attendance area?

No. City-wide schools and city-wide programs do not have an attendance area.

## CITY-WIDE SCHOOLS & PROGRAMS

### What does 'city-wide' mean?

City-wide means there is no attendance area, and as a result city-wide schools and programs do not provide a tie-breaker for students who live near the school.

### Which schools are city-wide?

All high schools, K-8 schools, immersion schools, newcomer

schools, and the SF Public Montessori School are city-wide schools.

They include:

Alice Fong Yu (K-8 immersion school)  
Bessie Carmichael (K-8)  
Buena Vista (immersion school)  
Chinese Education Center (newcomer)  
Chinese Immersion School at DeAvila (immersion school)  
Clarie Lilienthal (K-8)  
Fairmount (immersion school)  
Lawton (K-8)  
Marshall ES (immersion school)  
Mission Education Center (newcomer)  
Paul Revere (K-8)  
Rooftop (K-8)  
SF Community (K-8)  
SF Public Montessori School  
All High Schools

### **What are examples of city-wide programs?**

Newcomer programs are a great example. These serve students who have recently arrived in the US and help them learn English. Other city-wide programs are language programs listed as city-wide on the application form. These are language programs that are available only at a limited number of schools, and have a separate enrollment capacity.

### **How does this policy relate to Lowell and Ruth Asawa SF SOTA high schools?**

If you're applying to Lowell High School or the Ruth Asawa San Francisco School of the Arts School of the Arts, their admissions policies have not changed and this new school placement policy does not apply. Lowell High School will continue to use academic admission criteria and Ruth Asawa School of the Arts will continue to have an audition process.

## **SPECIAL EDUCATION**

### **What about placement for students receiving special education services?**

The Individual Education Program ("IEP") team will determine appropriate placement for special education students. To the extent possible, given the unique needs of students as outlined in their IEP, the same student assignment process used to assign general education students will be used to assign special education students. We are currently redesigning special education services, and more information will be available as the redesign of special education unfolds over the coming months. Please see the Special Education Enrollment Guide for more information.

## **TRANSPORTATION**

### **What about transportation?**

We're updating the transportation plan for the 2011-2012 school year to support this new placement policy. More information will be available later in 2011. Ask about transportation at the Educational Placement Center, or check the website [www.SFUSD.edu/enroll](http://www.SFUSD.edu/enroll), for details.

## **MORE ABOUT THE POLICY**

### **How does this policy affect students who are already in a school?**

The new policy will take several years to implement fully and will begin with students entering grades K, 6, and 9 in Fall 2011. All currently enrolled students may remain at their current school.

### **Can I transfer to a different school?**

If you're currently enrolled in a school and are interested in a transfer for any reason, you can submit a transfer request. We'll process your transfer when feasible or where required by law.

### **How is this process simpler now?**

In the past, school placements were based on mother's educational background, level of poverty, academic performance of the sending school, an individual student's achievement status, English proficiency, and home language. The new process only uses your home address.

### **How long will this policy be in place?**

The policy is new and adjustments could be made in the future to continue supporting equitable access to free, quality education. What will not change is our commitment to a fair placement system that

serves all students in the San Francisco community.

Ideas from parents, students, community members, education experts, and SFUSD staff informed the development of this new policy. We recruited partners in planning. We worked hard to analyze it from many angles. We sought feedback from the entire San Francisco community.

We wanted to create a plan that would provide equitable access to free, quality education for every student and every family.

### **Who's keeping track?**

The SFUSD is developing specific criteria and many measurements for the success of the new student placement system. The Superintendent will conduct an annual assessment and develop an annual report that will be presented to the Board of Education and the public by January of each year starting in 2012.

## Where can I get more details about the student placement policy?

The complete Board of Education policy is available on the SFUSD website, [www.SFUSD.edu/enroll](http://www.SFUSD.edu/enroll). The team at the SFUSD Educational Placement Center is at your service, too.

## SFUSD PreK TIE-BREAKER AT A GLANCE

- For attendance area schools, the SFUSD PreK tie-breaker will apply to a student's request to attend their attendance area school if they live in the attendance area and they attend an SFUSD PreK program in the attendance area.

- For city-wide schools, the SFUSD PreK tie-breaker will apply to a student's request to attend a city-wide school if they are enrolled in the SFSUD PreK program at that city-wide school and they live in the city of San Francisco.

### How does the SFUSD PreK Tie-Breaker work for elementary attendance area schools?

The SFUSD PreK tie-breaker will apply to a student's request to attend their elementary attendance area school if:

- they live in the attendance area, and
- they are attending an SFUSD PreK program in their attendance area.

For example, the SFUSD PreK tie-breaker would apply to a student who lists Argonne as a choice on their application form if he lives in the attendance area for Argonne and he attends the Argonne SFUSD PreK program. The SFUSD PreK tie-breaker would not apply if the student does not live in Argonne's attendance area.

### Which Elementary Attendance Areas have an SFUSD PreK Program?

While most elementary school attendance areas have one PreK program, there are three attendance areas that have two PreK programs:

- Bryant attendance area
- Lau attendance area
- Sherman attendance area

Attendance Area	SFUSD PreK Program
Alvarado	Rodriguez SFUSD PreK
Argonne	Argonne SFUSD PreK
Bryant	Bryant SFUSD PreK / Buena Vista SFUSD PreK
Carver	Burnett SFUSD PreK
Chavez	Chavez SFUSD PreK
Cobb	Cobb SFUSD PreK
Drew	Drew SFUSD PreK
Flynn	Revere SFUSD PreK
Glen Park	Fairmount SFUSD PreK
Grattan	Grattan SFUSD PreK
Guadalupe	Excelsior SFUSD PreK
Harte	Harte SFUSD PreK
Jefferson	Jefferson SFUSD PreK
Key	Noriega SFUSD PreK
King	King SFUSD PreK
Lau	Lau SFUSD PreK / Stockton SFUSD PreK

Attendance Area	SFUSD PreK Program
Milk	Mahler SFUSD PreK
Monroe	San Miguel SFUSD PreK
Moscone	Las Americas SFUSD PreK
Muir	Muir SFUSD PreK
Parks	Weill SFUSD PreK
Redding	Redding SFUSD PreK
Sanchez	Sanchez SFUSD PreK
Serra	Serra SFUSD PreK
Sheridan	Sheridan SFUSD PreK
Sherman	SF Public Montessori PreK / Tule Elk SFUSD PreK
Sutro	Presidio SFUSD PreK
Taylor	Taylor SFUSD PreK
Tenderloin	Tenderloin SFUSD PreK
Vis. Valley	McLaren SFUSD PreK
Webster	Carmichael SFUSD PreK
Yick Wo	Cooper SFUSD PreK

### What happens when an attendance area has more than one PreK Program?

The number of PreK programs in an attendance area does not impact how the tie-breaker works.

### How does de SFUSD PreK Tie-breaker work for City-wide Schools?

If a city-wide school has an SFUSD PreK program, the SFUSD PreK tie-breaker will apply to a student's request to attend the city-wide school if they are enrolled in the SFSUD PreK program at the city-wide school and they live in the city of San Francisco.

## Your Elementary School Choice: Tie-Breakers

You will submit an application form that includes your home address and the names of the schools and programs you would like to apply to listed in order of preference. The new placement policy aims for every student's top choice, and we believe in meeting as many top choices as possible for all San Francisco families.

*Students will be assigned to their highest ranked choice as long as there is space at the school. If there are more students applying than there are openings at a school, students will be placed in schools using the following tie-breakers in this order.*

- 1. Siblings** - younger siblings of students who are enrolled in and will be attending the school during the year for which the younger sibling requests attendance
- 2. Attendance Area SFUSD PreK** - students who live in the attendance area of the school and are also attending an SFUSD PreK program in the same attendance area
- 3. Test score areas** - students who live in areas of the city with the lowest average test scores
- 4. Attendance area** - students who live in the attendance area of the school
- 5. Dense-population areas** - students who live in attendance areas that do not have enough space to accommodate all the students living in the attendance area
- 6. Others**

If you do not receive one of your choices, you will be offered your attendance area school if it has openings. Otherwise, you will be offered the school closest to your home with openings.

Note: If these tie-breakers do not resolve ties, then ties will be resolved by random lottery.



## Your Middle School Choice: Tie-Breakers

All elementary schools will feed into a middle school. Elementary to middle school feeder patterns will be finalized in the spring of 2011.

At the beginning of the enrollment process, SFUSD 5<sup>th</sup> graders will receive an initial placement offer to a middle school based on the SFUSD elementary school they attend, regardless of where the student lives.

Students will have an opportunity to accept their initial placement or participate in a choice process (submit an application for other schools and programs). Students who participate in the choice process will maintain their initial placement unless we can offer a placement to a choice the student prefers more.

*Students will be assigned to their highest ranked choice as long as there is space at the school. If there are more students applying than there are openings at a school, students will be placed in schools using the following tie-breakers in this order.*

### Temporary Method (2011-12 school year)



### Policy Tie-Breakers



**1. Initial assignment** - students who received an initial assignment to attend that school

**2. Siblings** - younger siblings of students who are enrolled in and will be attending the school during the year for which the younger sibling requests attendance

**3. Test score areas** - students who live in areas of the city with the lowest average test scores

**4. Attendance area** - students who live in the attendance area of the school. The attendance area for middle schools are the geographic borders for the multiple elementary schools feeding into the middle school.

**5. Dense-population areas** - students who live in attendance areas that do not have enough space to accommodate all the students living in the attendance area

**6. Others**

Notes: If these tie-breakers do not resolve ties, then ties will be resolved by random lottery.

Middle school students get an initial placement offer based on the elementary school they **attend**, regardless of where they **live**. If you decide to choose a different school, you get an attendance area tie-breaker based on where you live.

## Your High School Choice: Tie-Breakers

You will submit an application form that includes your home address and the names of the schools and programs you would like to apply to listed in order of preference. The new placement policy aims for every student's top choice, and we believe in meeting as many top choices as possible for all San Francisco families.

*Students will be assigned to their highest ranked choice as long as there is space at the school. If there are more students applying than there are openings at a school, students will be placed in schools using the following tie-breakers in this order.*

**1. Siblings** - younger siblings of students who are enrolled in and will be attending the school during the year for which the younger sibling requests attendance

**2. Test score areas** - students who live in areas of the city with the lowest average test scores. A minimum of 20% of the seats at all high schools will be held for students from low test score areas.

### 3. Others

If you don't receive one of your choices you will be offered the school closest to where you live that has openings.

Note: If these tie-breakers do not resolve ties, then ties will be resolved by random lottery.



## City-Wide Schools: Tie-Breakers

City-wide means there is no attendance area, and as a result city-wide schools do not provide a tie-breaker for students who live near the school.

You will submit an application form that includes your home address and the names of the schools and programs you would like to apply to listed in order of preference. The new placement policy aims for every student's top choice, and we believe in meeting as many top choices as possible for all San Francisco families.

*Students will be assigned to their highest ranked choice as long as there is space at the school. If there are more students applying than there are openings at a school, students will be placed in city-wide schools using the following tie-breakers in this order.*

**1. Siblings** - younger siblings of students who are enrolled in and will be attending the school during the year for which the younger sibling requests attendance

**2. SFUSD PreK** - students enrolled in an SFUSD PreK program at the city-wide school

**3. Test score areas** - students who live in areas of the city with the lowest average test scores

**4. Dense-population areas** - students who live in attendance areas that do not have enough space to accommodate all the students living in the attendance area

**5. Others**

Notes: If you're applying for a city-wide school that has eligibility requirements, first the student must meet the eligibility requirements. Then we use the tie-breakers. If these tie-breakers do not resolve ties, then ties will be resolved by random lottery.



## City-Wide Language Programs: Tie-Breakers

City-wide means there is no attendance area, and as a result city-wide programs do not provide a tie-breaker for students who live near the school.

You will submit an application form that includes your home address and the names of the schools and programs you would like to apply to listed in order of preference. The new placement policy aims for every student's top choice, and we believe in meeting as many top choices as possible for all San Francisco families.

Placements in language programs can be made if there is space and the balance of target language and non-target language would be maintained.

Once students meet the eligibility requirements for the language program/s they are applying to, *students will be assigned to their highest ranked choice as long as there is space. If there are more students applying than there are openings, students will be placed in language programs using the following tie-breakers in this order.*

**1. K, 6, 9/program pathway/sibling** - students applying for K, 6, 9 who are currently enrolled in and wish to continue in an SFUSD language program (for example, 5<sup>th</sup> graders enrolled in Spanish Immersion who wish to enroll in Spanish Immersion in middle school), and who are the younger siblings of students who are enrolled in and will be enrolled in the program at the school during the year for which the younger sibling requests attendance

**2. Program pathway** - students who are currently enrolled in the program and wish to continue

**3. Siblings** - other younger siblings of students who are currently enrolled in the program (and who will be continuing)

**4. Test score areas** - students who live in areas of the city with the lowest average test scores

**5. Dense-Population areas** - students who live in attendance areas that do not have enough space to accommodate all the students living in the attendance area

**6. Others**

Note: If these tie-breakers do not resolve ties, then ties will be resolved by random lottery.



# We're listening.

The San Francisco Unified School District student placement policy grew out of a shared belief that together, we can serve our city's children and families with equitable access to robust learning opportunities. Community members have been an extraordinary source of vision, leadership, feedback, and support for the San Francisco Unified School District. Together, we are re-inventing our schools. This policy exists because we're listening.

We also want you to know we are still listening. We urge you to talk with your school's leaders, your child's teachers, your parent and community organizations.

## San Francisco Unified School District – Goals

### **Access and Equity:**

Make social justice a reality.

### **Student Achievement:**

Engage high achieving and joyful learners.

### **Accountability:**

Keep our promises to students and families.



## Test score areas:

Areas of the city with the lowest average test scores (used in tie-breakers)

Computed average 2006-2009 California Standards Test English Language Arts score for each combined census tract (143,217 K-12 student records). Following first year of implementation, Superintendent may recommend different demographic data, or tie-breaker minimums or maximums, to better fulfill Board's policy goals. Any recommended changes would be discussed at a publicly noticed Board meeting.

Street level map available at [www.sfsud.edu/enroll](http://www.sfsud.edu/enroll)



## Enroll

### Receiving a School Placement Offer

A **placement offer** is an assignment to a particular school. After we process applications, we will make a placement offer according to the Key Dates in the enrollment cycle. (If you applied by February 18, 2011, your placement offer will be available on March 18, 2011.) If there is more demand than seats available, we will apply the appropriate tie-breakers as outlined in the Student Placement Policy (please see pages 23-27 for more information on the tie-breakers).

After the initial offer, you have the opportunity to participate in any of the placement periods to receive a higher choice school throughout the cycle. A **placement period** is another round of placement processing, which you can request. You can submit an application to participate in the next placement period. Forms are available at the Educational Placement Center or on the district website.

After the initial placement offer, we recommend that you register to secure enrollment at the school site. Even if you accept a placement offer, you can still choose to seek a higher choice school during any placement period.

In order to secure enrollment, you must go to the school and register by bringing your placement letter and proofs of birth and residency by the deadline date stated on the letter. If not, the placement will be cancelled and the seat will be made available to other students.

Placements will be conducted according to the Key Dates that are established in the enrollment cycle, usually in March, May, mid-August, shortly before school starts and continuing after school begins. A parent must submit a request for each placement period in which they want to participate. When a student is granted a choice school, he/she will automatically be removed from the previous school assignment and we will notify the parent/guardian.

### Open Enrollment

Beginning on June 1, any family may come to the Educational Placement Center, work with a placement counselor, and receive a placement immediately into a school with openings.

### August Placement Periods

Beginning on June 1, you may submit a request for any school that does not have openings at the time, but may have openings later. You may list as many choices of schools as desired in the request.

Requests to participate in the August Placement process will mean that the student will relinquish their previous assignment to accept the higher choice school. There will not be an opportunity to decide between a previous and the new placement.

After school starts, students who have not notified the school or do not enroll within the first three days of school will be withdrawn and those seats will be available for other students. Students who have requested higher choice schools will be included in the assignment process for openings as listed for the August placement period at this point in the enrollment cycle. Any placement offer that is accepted during the August placement period will be the final offer and the student will not be included in any other placement runs for any other schools.

## TIP

Enroll in the school by bringing your placement letter and all other proofs of birth and residency by the deadline date stated on your letter.



## **The Appeals Process**

The Medical and Family Hardship Appeals Committee is comprised of parents, educators, medical professionals, and district staff from the Office of Equity Assurance, Student Support Services, School Health Programs, Facilities, Transportation, and other departments. The Committee is convened after the first two placement periods and conducts a review of students who submit an appeal based on either medical or family hardship. If an appeal is approved, it is sent to the Educational Placement Center for assignment into a school that can meet the student's needs and that has space available. We need to consider a school's capacity when placing students whose appeal has been approved.

Appeals are granted on the basis of the documentation provided to the Appeals Committee, which is convened only for the purpose of conducting reviews at specific times in the enrollment cycle. Its members are not available to talk with families regarding their appeal. You may direct questions or additional documents regarding appeals to the staff at the Educational Placement Center. However, the staff at the EPC are not involved in the appeals process, nor do they have the authority to override the decisions of the Appeals Committee.

Appeals are considered only for cases where the student's needs cannot be met at the assigned school. Approved appeals are granted for ONE SCHOOL ONLY that can meet the student's needs and cannot be used for placement into multiple schools.

Appeal forms can be obtained from the EPC or from the District's website and returned at the appropriate deadline in order to be reviewed.

## **Medical Appeals**

Students with a serious medical condition that cannot be accommodated at the assigned school can file a medical appeal. Medical appeals must be related only to a student's medical condition and not those of parent or other family members. Problems that are common to large numbers of students—such as motion sickness or asthma—do not constitute a medical hardship.

We can consider medical appeals only for students who have a serious, documented medical condition that cannot be met at the assigned school. You will need to provide all of the following information:

- A completed and signed "Medical and Family Hardship Appeals" application form
- A completed and signed "Medical Provider's Verification Form" that contains documentation by a licensed physician of the student's current, existing medical condition and special need(s). This must include specific information regarding necessary conditions, programs and restrictions that impact the student's ability to attend his/her assigned school.

## **Family Hardship Appeals**

Parents/guardians may file a Family Hardship Appeal if they can demonstrate that they have a unique hardship that cannot be met at the assigned school. Such hardships may be the result of a unique family situation. Extenuating circumstances can be considered only for family members living in the same house as the student.

Problems that are common to large numbers of families do not constitute a unique family hardship. The Appeals Committee will not consider appeals solely based on issues such as transportation, proximity, convenience, or curricular program offerings at schools.

Permanent, full-time school district staff who live in San Francisco and who wish to have their child attend the school where they currently work (and have worked for at least three years) may submit and be granted an appeal.

We can consider family hardship appeals only if you provide all of the following information:

- A completed and signed “Medical and Family Hardship Appeals Application Form.”
- A completed and signed “Medical Provider Verification” form if the family hardship is based on a medical condition of a parent/guardian
- Two proofs of address for all parties mentioned as part of the Family Hardship Appeal. Any two of the following documents are acceptable: utility bill dated within 45 days, auto insurance policy, homeowner’s/renter’s insurance policy, property tax statement, letter from a social services/governmental agency dated within 45 days.
- Other supporting documents or statements

Decisions made by the Medical and Family Hardship Appeals Committee are final and cannot be further appealed.

### **Interdistrict Transfer Requests (Education Code 46600 et seq)**

If you are a resident of San Francisco and wish for your child to attend a public school outside of San Francisco, you must submit an interdistrict permit to the EPC. The parent/guardian should bring a current verification of the San Francisco home address. Beginning in January, permits are processed and approved or disapproved on a weekly basis and forwarded to the requested district. Final approval is made by the requested district.

If your student wishes to attend a San Francisco public school and you do not live in San Francisco, you must obtain an interdistrict permit from your current public school district of residence. The interdistrict transfer agreement permit is required for anyone living outside of San Francisco who wishes to attend or continue attending a San Francisco public school. It is an annual permit and must be on file for each school year. Interdistrict transfer request students cannot be guaranteed enrollment in SFUSD.

Interdistrict attendance permits may be approved for any of the following reasons:

- To meet the child care needs of the student.
- The parent/guardian is employed within the city of San Francisco.
- When the student has a sibling attending school in the receiving district, to avoid splitting the family’s attendance.
- To allow the student to complete a school year when his/her parents/guardians have moved out of the district during the year.
- When there is a valid interest in a particular educational program not offered in the district of residence.

We review requests five weeks before the start of the new school year (not earlier). First we need to make school placement offers to students from the city of San Francisco. We recommend that students who do not reside in San Francisco enroll in their district of residence in the event that SFUSD is unable to assign the child to a requested school.

We can grant interdistrict transfers only on a space-available basis, and we reserve the right to determine whether or not to accept interdistrict transfer requests. We also reserve the right to limit the number of incoming students and establish priorities according to types of requests.

We cannot grant interdistrict transfers if the cost of educating the student would exceed the amount of state aid received as a result of the transfer.

Also, we cannot grant interdistrict transfers to high demand schools, i.e., schools that are filled to capacity at the end of the first placement period.

To apply for an interdistrict permit to attend SFUSD, you must first apply in your own district of residence. Each school district has individual timelines and requirements for interdistrict applications. If and when the permit is approved by the district of residence, it will be forwarded to the EPC for approval. EPC will notify the parent/guardian by mail if any additional documentation, such as employment verification, is needed.

A SFUSD enrollment application, reflecting the out-of-district address, must also be submitted along with all other required documents for enrollment.

Interdistrict transfer students will not be assigned through the regular student assignment process, but will be held until mid-summer when interdistrict placement begins. Placement is made in the order that the applications are received.

Permits for students receiving special education services must be approved by the Special Education Local Plan Area (SELPA) Director or the Assistant Superintendent of Special Education Services, prior to placement.

If you receive an interdistrict permit, you must renew it each school year. The approval of the interdistrict permit is contingent on a student maintaining satisfactory standards of academic progress, behavior, and attendance. Based on these criteria, principals annually recommend approval and/or denial of interdistrict permits.

## **Immunizations and Medical Conditions**

Preschoolers must have a complete physical exam within 12 months prior to entering preschool. Kindergartners must have a complete physical examination within 6 months prior to entering school. First graders must have a physical examination within 18 months prior to entering school. Students new to SFUSD must bring their current immunization records to their school of assignment when registering.

### **Does Your Child have a Medical Condition?**

If your child has a health condition that may affect his/her educational needs, please indicate this on the “Special Needs” section of the application form and also staple a letter to the application form providing a brief description of his/her special needs. The letter should provide information about any serious, documented medical condition but should not include information about the medical condition of relatives or other non-medical issues, such as transportation. Please have your child’s healthcare provider complete an “Emergency Care Plan” so that your child will receive the proper care for his/her health condition while at school. If your child needs medication at school, your child’s physician must complete a “Medication Form” for each medication to be taken.

Emergency Care Plan forms and Medication Forms can be obtained at [www.healthiersf.org](http://www.healthiersf.org). Students enrolling for the first time in SFUSD must provide TB test results, dated within one year of entrance or a physician statement that the child is not at risk for having TB. California law requires that by May 31 each year, students in kindergarten (or first grade if it is their first year in public school) submit proof of an oral health assessment performed by a licensed dental health professional.

## **Parent's Guide to Immunization Requirements**

According to the California School Immunization Law, children must have their required immunizations (shots) before they can attend school.

### *Children entering child care should have:*

Age When Enrolling: Immunizations Required:

- 2-3 months: 1 DTaP, 1 Polio, 1 Hep B, 1 Hib
- 4-5 months: 2 DTaP, 2 Polio, 2 Hep B, 2 Hib
- 6-14 months: 3 DTaP, 2 Polio, 2 Hep B, 2 Hib
- 15-17 months: 3 DTaP, 3 Polio, 2 Hep B, 1 MMR\*, 1 Hib\*\*
- 18 months-4 years: 4 DTaP, 3 Polio, 3 Hep B, 1 MMR\*, 1 Hib\*\*, 1 Varicella

### *TB Skin Test (all students entering SFUSD)*

- on or after the first birthday
- on or after the first birthday, regardless of any Hib doses given before the first birthday

### *Children entering kindergarten should have:*

- 5 DTaP (4 doses meet requirement if at least one was given on or after the 4<sup>th</sup> birthday)
- 4 Polio (3 doses meet requirement if at least one was given on or after the 4<sup>th</sup> birthday)
- 3 Hepatitis B
- 2 MMR (both on or after 1<sup>st</sup> birthday)
- 1 Varicella (a second dose is recommended)
- TB Skin test

### *Children entering 7<sup>th</sup> grade should have:*

- 3 Hepatitis B
- 2 MMR (both on or after 1<sup>st</sup> birthday)
- 1 Varicella (2 doses are needed if immunized on or after 13<sup>th</sup> birthday)
- Tdap Booster (recommended)

## **Mobility and Vision Impairments**

The District will consider the enrollment requests of students with mobility and/or vision impairments on the basis of the accessibility of requested schools. If a student with a mobility or vision impairment has a sibling or siblings who wish to enroll in the same school as the child with a vision or mobility impairment, those siblings will be placed in accordance with the current enrollment policies and procedures.

## **Hearing Impairments**

Speech and language therapists for the schools listed below have received specialized training to address the needs of special education students with hearing impairments. SFUSD has provided, and will continue to provide, these speech therapists with training in technologies and strategies to assist students with hearing impairments.

### *Toddler 18-36 months*

Tule Elk

### *Preschool*

Lafayette

César Chávez

### *Elementary School*

César Chávez

Lafayette

Claire Lilienthal (K-8)

### *Middle School*

Aptos

Claire Lilienthal (K-8)

### *High School*

John O'Connell



ALL THE ROCKS HAVE FEELS

Corbin Good

2013

TAGALOG (Filipino)

INGALOG-IBUKOD SA TAGALOG

POETRY A-Z

## Enrollment of Families and Youth in Transition

The McKinney-Vento Homeless Assistance Act, reauthorized in December 2001, ensures educational rights and protections for children and youth experiencing homelessness. Children of Families and Youth in Transition (FYIT) who wish to enroll in SFUSD for the first time will enroll at the Educational Placement Center (EPC) located at 555 Franklin Street, Room 100. Please contact the EPC at 241-6085 or 241-6136. Students may apply to any school in the district provided they meet the admissions requirement if there is one. The actual assignment to a specific school will be based on space availability for the grade level or program need.

The District Liaison for Families and Youth in Transition program is Ms. Tatum Wilson, located at 555 Portola Drive, Bungalow #1. Her phone number is 695-0339.

### What if a homeless child or youth does not have the documents required for school registration?

- Schools, agencies, shelters, and others may contact a placement counselor at EPC (241-6085 or 241-6136) to start the process for enrollment.
- The school selected shall immediately enroll the child/youth in school, even if the child or youth lacks records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation (Sec. 722(g)(3)(i)).
- If a child or youth lacks immunizations or immunization or medical records, the enrolling school can refer parent/guardian to the District Liaison, who shall help obtain necessary immunizations or immunization or medical records. (Sec 722(g)(3)(C)(iii)).
- The enrolling school must immediately contact the last school attended to obtain relevant academic and other records (Sec. 722(g)(3)(c)(ii)).
- The terms “enroll” and “enrollment” are defined to include attending classes and participating fully in school activities (Sec. 725(3)).

- Any record ordinarily kept by the Enrollment of Families and Youth in Transition school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, of each homeless child or youth must be maintained so that the records are available, in a timely fashion (14 day grace period), when a child or youth enters a new school or school district, and in a manner consistent with section 444 of the General Education Provisions Act (Section 722(g)(3)(D)).
- Coordinating services provided to the shelters and others by the District Liaison include Muni fast passes, uniforms, tutoring, and school supplies.

### Dispute Resolution Process

- Local educational agencies (LEAs) must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool program, as other children and youths. Following are the components for resolving disputes:
- If a dispute arises over school selection or enrollment, the child/youth must be immediately enrolled in the school in which he/she is seeking enrollment, pending resolution of the dispute (PL 107-110, Section 722(g)(3)(E)(iv)). Enrollment is defined as “attending classes and participating fully in school activities.”
- The school must refer the student, parent, or guardian to the District Liaison to carry out the dispute resolution process as expeditiously as possible. The Homeless Liaison must ensure that the dispute resolution process is also followed for unaccompanied youths.
- A written explanation of the school’s decision regarding school selection or enrollment must be provided to the parent, guardian, or unaccompanied youth.
- If the dispute remains unresolved at the district level or is appealed, then the District Liaison shall forward all written materials to the Executive Director of Pupil Services for review and a decision within 5 working days.
- If the dispute remains unresolved, the Executive Director of Pupil Services shall forward all documents to the State Homeless Coordinator, Leanne Wheeler.

## **What children are considered homeless?**

- Children and Youth Living in Shelters, Single Room Occupancy (SRO), Transitional Housing, the Streets, Cars, Abandoned Buildings, and Other Inadequate Accommodations are considered homeless.
- Children and Youth Living in Trailer Parks and Camping Grounds: Children living temporarily in trailer parks or camping areas because they lack adequate accommodations are considered homeless. But, if they are living there on a longterm basis in adequate accommodations they are not deemed homeless.
- Doubled up Children and Youth: Children living in housing that their family shares with other families or individuals are considered homeless if they are doubled-up due to a loss of housing. But families who are voluntarily doubled-up to save money generally are not considered homeless.
- Foster Children and Youth: In general, children in foster homes are not considered homeless. But children placed in foster homes because of their parents' lack of shelter are deemed homeless. Also, children living in an emergency shelter or transitional living facility because there is nowhere else to send them while they are awaiting placement in a foster home or home for neglected children are considered homeless – until the placement is made.
- Hospitalized Children and Youth: Children who are ready for discharge but remain hospitalized because their families have abandoned them are considered homeless. Children who were homeless prior to hospitalization are considered homeless while in the hospital unless regular and adequate accommodations will be made available to them upon discharge.
- Incarcerated Children and Youth: Children who are under the care of the State and are held in an institution because they have no other place to live are considered homeless.

- Migratory Children and Youth: Children of migrant workers are considered homeless only to the extent that they are staying in accommodations not fit for habitation.
- Runaways: Children who have run away from home and live in runaway shelters, on the streets, in abandoned buildings, or other “inadequate accommodations” even if their parents have and are willing to provide a home for them, are considered homeless.
- Unaccompanied Youth: Children whose parents or guardians will not permit them to live at home are considered homeless if they live on the streets, in shelters, or other transitional or inadequate accommodations.
- Unwed Mothers: School-age children or youth who are living in homes for unwed and expectant mothers and have no other available living accommodations are considered homeless. But, if they are in such homes only to receive specific services, and intend to move to other adequate accommodations, they are not considered homeless.

In those cases in which children do not fit neatly into one of these clear categories, state and local educational agencies must make case-by-case determinations.

## Foreign Students

The SFUSD does not currently participate or issue the federal SEVIS generated I-20 form for potential F1 students.

Please visit the [uscis.gov](https://uscis.gov) or [trave.state.gov](https://trave.state.gov) websites for more information on the F1 student visa process.

Approved J1 student exchange organizations must contact the SFUSD Educational Placement Center when requesting placement of a foreign exchange student.

Foreign J1 students are offered an assignment to schools with space. No assignments can be made to schools that lack capacity.

## Foreign Transcript Evaluations

To facilitate the special needs of overseas high school students entering into the San Francisco Unified School District, the Educational Placement Center provides evaluation of transcript from foreign countries and makes recommendations for proper academic placement in our educational system.

Many countries require different years of schooling and academic requirements for public education. Some countries have 13 years of elementary and secondary education. Others have 11-year systems. Still, others have 10-year systems. Therefore, transcript evaluation demands knowledge in foreign educational systems, sensitivity, common sense, and prudence.

High school students who want to enroll into San Francisco public schools should also bring their transcripts from their countries of origin in addition to the required documents. The placement counselors will evaluate the foreign transcripts and make a placement for an appropriate grade level.

## English Learner Programs

### Classification of English Learners

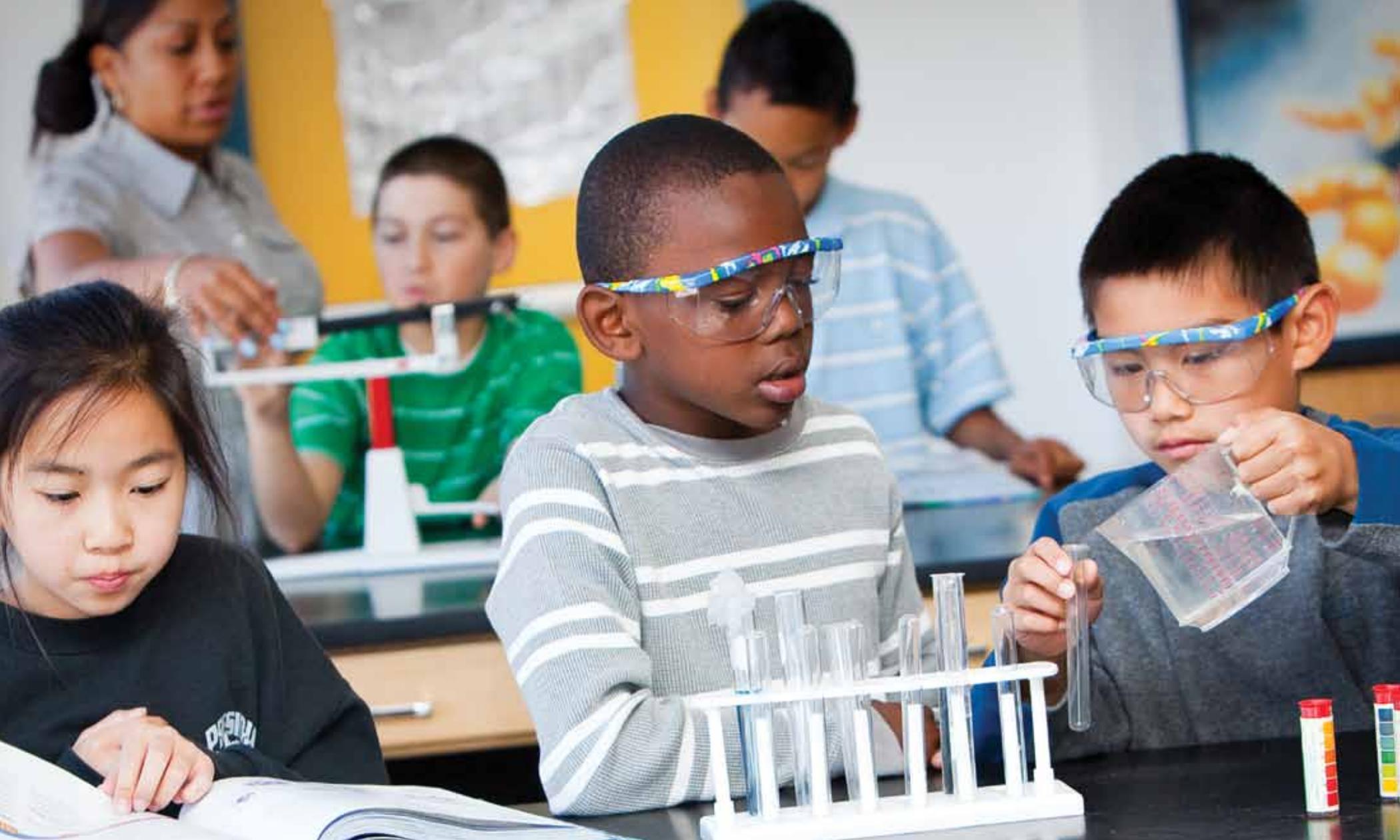
Your child is classified as an English Learner (EL) if:

- When you filled out the “Home Language Survey” on the SFUSD Enrollment application, you answered the following questions with a language other than English:
  - What language did your child first learn when s/he began to talk?
  - What language do you use most frequently to speak with your child?
  - What language does your child use most frequently at home?
- **And** your child did not score a 4 or 5 on the California English Language Development Test (CELDT) the first time he/she took the test.
- **Or** your child has not yet been reclassified as an English proficient student by SFUSD.

**As English Learners, students are eligible for services and programs until they are reclassified as English proficient students.**

### Language Assessments

Whenever the Home Language Survey on the enrollment application indicates that a student speaks a language other than English, students are assessed and may be entitled to additional services. The language assessments evaluate a child’s proficiency in English and in his/her native language. There are no pass/fail assessments. Since the results help parents identify appropriate program placement for their child, the District recommends that students are assessed before the enrollment application is finalized. The results help parents identify an appropriate program for their child. Assessments are not timed; students can take as much time as they need to complete the assessments. Students cannot retake the language assessment.



## **GRADES K & 1**

### *Who is assessed?*

Students who speak a language other than English. This means any student who lists a language other than English on the Home Language Survey section of the Application form.

### *What assessments do they take?*

Students **enrolling for the 2010-2011 school year** will be given the California English Language Development Test (CELDT) either at the EPC upon enrollment or at the school site. The test takes 135 minutes.

**Prior to July 1 of 2011, students enrolling for 2011-2012 school year** will be given the English Pre-Language Assessment Scale (Pre-LAS) to determine English proficiency, and they will be given the California English Language Development Test (CELDT) at the school site in the fall of 2011. The test takes 30 minutes.

**After July 1 of 2011, students enrolling for 2011-2012 school year** will be given the California English Language Development Test (CELDT) either at the EPC upon enrollment or at the school site. The test takes 135 minutes.

Target language test: SFUSD Chinese Standards Test (CST), Pre-LAS Español, Student Oral Language Observation Matrix (SOLOM) in Korean (grades K and 1 only) and Filipino (grade K only) and other available language assessments. The tests are listening/speaking primary language tests. The test takes 30 minutes.

Note: The listening/speaking test results are used to determine what type of instructional support is necessary to meet the language needs of the student. The time a student takes to complete the assessment depends on the individual student. However, parents should anticipate that it will take anywhere from 30 minutes-2 hours.

## **GRADES 2 THROUGH 12**

### *Who is assessed?*

Students who speak a language other than English. That is, any student who lists a language other than English on the Home Language Survey of the Enrollment Application. 2<sup>nd</sup> to 12<sup>th</sup> grade students who apply to a Dual Language Immersion, Biliteracy, or One-Way Immersion Pathway and do not currently attend a SFUSD program.

### *What assessments do they take?*

Students **enrolling for the 2010-2011 school year** will be given the California English Language Development Test (CELDT) in listening, speaking, reading, and writing either at the EPC upon enrollment or at the school site. The test takes 135 minutes.

**Prior to July 1 of 2011, students enrolling for 2011-2012 school year** will be given the English Language Assessment Scale (LAS) in listening, speaking, reading, and writing to determine English proficiency, and they will be given the California English Language Development Test (CELDT) at the school site in the fall of 2011. The test takes 30 minutes.

**After July 1 of 2011, students enrolling for 2011-2012 school year** will be given the California English Language Development Test (CELDT) either at the EPC upon enrollment or at the school site. The test takes 135 minutes.

Target language test: SFUSD Chinese Standards Test (CST), LAS Español and other available language assessments in listening, speaking, reading, and writing in the native language. The test takes 30 minutes.

Note: The language assessment test results are used to determine what type of instructional support is necessary to meet the language needs of the student. The time a student takes to complete the assessment depends on the individual student. However, parents should anticipate that it will take anywhere from 1-3 hours.

Note: Students in 2<sup>nd</sup> grade and above who wish to enroll in an Immersion Pathway must have a degree of proficiency in the target language that is appropriate to the grade level to which they are applying. SFUSD students currently enrolled in Immersion Pathways do not have to take a target language test to move to the next level or to transfer to another program of the same language.

### **Where does my child take the test?**

All assessments will be conducted by the staff at the Educational Placement Center, Room 100, 555 Franklin Street. Assessments will be scheduled and conducted prior to families receiving an assignment.

### **What happens after the test?**

Once the test is completed and scored, the parents/guardians meet with the placement counselor who administered the test to discuss test results, program options, and support services. Parents will have the opportunity to change their school or program choices if they wish.

To obtain further assistance in understanding the language assessments, you may call the EPC to speak to an individual staff person. To reach our staff, please call 241-6085. This phone number will direct you to an individual staff person in the following languages: English, Spanish, Cantonese, Mandarin, Filipino, and Vietnamese.

The EPC staff persons who provide this support include:

- Lynn Kwong - 241.6085 ext. 13131 (English/Cantonese/Mandarin)
- Shem Korngold - 241.6085 ext. 13115 (English/Spanish)
- Raquel Gomez - 241.6085 ext. 13100 (English/Spanish)
- Hans Gong - 241.6085 ext. 13116 (Vietnamese)
- Catalina Pajar - 241.6085 (Filipino)

## **Free Translation and Interpretation Services**

As a parent/guardian, you may request free individual translation or interpretation services at your school site and/or at a District department by filling out Primary Language Assistance Request forms. The forms can be completed in your home language and returned to your school's main office, SFUSD's Central Office (555 Franklin Street, first floor lobby) or Student Support Services (555 Portola Drive, Bungalow #1).

If you have a complaint about translation/interpretation services, you may complete a complaint form in your home language and return it to your school's main office, SFUSD's Central Office (555 Franklin Street, first floor lobby) or Student Support Services (555 Portola Drive, Bungalow #1).

All of these forms can be obtained at school sites, the SFUSD Central Office, Student Support Services, and on the website at [www.sfusd.edu](http://www.sfusd.edu). For more information or assistance, you may leave a message by calling 415-522-7343. Non-District qualified interpreters (including students and other children) may not be used for interpretation, except in emergency situations.

## Parent Involvement Opportunities

All families of English Learners are invited to participate in the following parent involvement opportunities at their school site:

- English Learner Advisory Committee (ELAC): Every school that has 21 or more English Learners must have an ELAC. The role of the ELAC is to advise the principal and School Site Council on programs and services for English Learners.
- District English Learner Advisory Committee (DELAC): Every ELAC is invited to send representatives to the DELAC. The DELAC provides recommendations to the District on ways to improve programs and services for English Learners.
- School Site Council (SSC): The role of the SSC is to guide the site planning process to ensure that the needs of all students are addressed in the school site plan.
- School Advisory Committee (SAC): Schools that receive federal or state funding for low income students must have a SAC. The SAC provides advice to the principal and the School Site Council on how to address the needs of these students in the site plan.

Contact your school principal or call the SFUSD Family and Community Engagement Department: Lucia Perez Barrow – 379-7640 (English/Spanish) and Helen Joe Lew – 379-7709 (English/Chinese).

## Special Education

We are currently redesigning special education services, and more information will be available as the redesign of special education unfolds over the coming months.

The Educational Placement Center (EPC) in cooperation with Special Education Services, is responsible for assigning students with special education needs. SFUSD provides several types of special education services. To identify the special education services available at each school site, please refer to the Special Education Enrollment Guide.

There are four types of special education programs and the student assignment policies and procedures may differ depending on a student's designation. EPC cannot process any requests for a change of program. Changes of program are based on an Individualized Education Plan (IEP).

### **DESIGNATED INSTRUCTION AND SERVICES (DIS)**

Students who receive DIS only are enrolled in general education classrooms. They are provided with additional instruction by qualified teachers, e.g. Speech Therapy, Occupational Therapy, Physical Therapy, Adaptive Physical Education, and Orientation & Mobility. These services are offered at every K-12 school.

Placement: Students who only receive DIS services follow the general education enrollment process and timeline. Please refer to other sections of this Enrollment Guide for more details about the process and key dates.

### **RESOURCE SPECIALIST SERVICES (RSP)**

Students who receive resource specialist services are enrolled in general education classrooms. These services are provided to students who have mild disabilities. They are provided with the appropriate accommodations and modifications to the core curriculum as outlined in their Individual Education Plans (IEP) by the resource specialists. Resource specialist services are offered at every K-12 school.

Placement: Students who receive resource specialist services follow the general education enrollment process and timeline. Please refer to other sections of this Enrollment Guide for more details about the process and key dates.

### **INCLUSION SERVICES**

Students who receive inclusion services are enrolled in general education classrooms. These services are provided to students who are non-severe to severely impaired. Students are provided with the appropriate accommodations and modifications to the core curriculum as outlined in their IEP by the Inclusion Teacher and general education teacher. Inclusion services are NOT offered at every school site.

Placement: The assignment of inclusion students is based on availability of service, capacity to provide service, transportation if applicable, and parental choice. The assignment procedures and timeline are outlined below.

### **SPECIAL DAY CLASS SERVICES (SDC)**

Students in Special Day Classes (SDC) are enrolled in self-contained special education classes. They are assigned to these classes by their IEP eligibility and receive support from the Special Day Class teacher and the support staff. For students with mild impairments there are typically 12-14 SDC students per classroom, for students with severe impairments there are typically 8-10 SDC students per classroom. Special Day Classes are NOT offered at every site.

Placement: The assignment of SDC students is based on availability of service, classroom capacity, transportation if applicable, and parental choice. The assignment procedures and timeline are outlined below.

### **APPLICATION PROCESS**

All Special Education students are required to submit an application including:

- Students new to SFUSD
- Students in transitional grades (5<sup>th</sup> or 8<sup>th</sup>) who need a new assignment

for the next school year as well as students who are severely impaired and have completed 4 years of high school and will go into one of our Transition services.

- SFUSD students in a non-transitional grade who want to transfer to another school for the following year
- Students recently identified as special education, if their current school of assignment cannot meet the students' needs as described in the IEP.

Note: Current SFUSD students who are newly identified special education students must fill out an enrollment application if:

- Their current school of assignment cannot meet the student's needs as described in their IEP and /or
- Their current school does not have the capacity to provide the Special Education service which will meet the student's needs as described in their IEP.

If EPC receives an enrollment request in letter, email, fax or other form of communication, they will contact the family and inform them that the request cannot be processed until the family submits an enrollment application. The same application form is used by all students applying for the 2011-2012 school year. Preprinted enrollment applications will be mailed to PreK students, and to students in transitional grades (5<sup>th</sup> and 8<sup>th</sup> grades) by November 13, 2010.

### **Supporting Documents**

Students with disabilities must submit:

- A complete and accurate enrollment application
- Two (2) documents verifying their home address if they are new students or have recently moved
- A valid birth record if they are new students
- An IEP or similar assessment document from the student's previous school district (where applicable)

## **CAPACITY**

Capacities (i.e., the maximum number of students a school/grade/program can accommodate) are established by Special Education Services. There are separate capacities for general education students, SDC students, and inclusion students. For example, a school may have the capacity to have 400 general education students in the 6<sup>th</sup> grade, 12 SDC students, and 12 inclusion students. General education, RSP, and DIS students can get assigned to the 400 openings set aside for 6<sup>th</sup> grade general education students. However, only SDC students can get assigned to the 12 SDC openings, and only inclusion students can get assigned to the 12 inclusion openings. This means that SDC students compete only with other SDC students for placement in a school with SDC services.

## **Gifted and Talented Education (GATE)**

Gifted and Talented Education (GATE) programs are organized and implemented based on each school site's plan. The San Francisco Unified School District is firmly committed to providing access to enriching programs for all students. All elementary schools cluster GATE students with other students in the 4<sup>th</sup> and the 5<sup>th</sup> grade classes. In middle and high school, GATE and other students may enroll in Honors and Advanced Placement classes. Check for prerequisites that may be needed for Honors and Advanced Placement courses. GATE students are engaged in differentiated instruction within the GATE cluster classrooms and within Honors and AP sections.

A site-based team considers a variety of factors in identifying students as gifted and talented. The identification process includes teacher and parent/guardian recommendations, achievement, and cognitive abilities test performance.

In terms of test performance:

- Students who score at the 90<sup>th</sup> percentile or above on the cognitive abilities test are identified as GATE students.
- A student who scores advanced for two consecutive years in reading, language arts, or math on the California Standards Test is also recognized as a GATE student.

- Students who achieve an advanced rating in two subjects on the California Standards Test in one year will also qualify for the GATE program.
- Students who receive four of six points on the SFUSD GATE identification matrix are identified as gifted and talented.

If you are interested in assessing your child for the GATE program, please contact your school site and the GATE office in Academics and Professional Development.

Site-based teams identify 3<sup>rd</sup> through 12<sup>th</sup> grade students. The GATE program begins at the 4<sup>th</sup> grade level. Once identified, a student is designated GATE through her/his school career in SFUSD.

The core curriculum in each content area is differentiated using a variety of methods that provide additional challenge and opportunities for students to perform to their highest potential. Differentiated curriculum and instruction will be offered throughout the school day. GATE students will meet academic standard while learning to think in deeper and more complex ways.

In middle and high schools, Honors and Advance Placement courses are one way of addressing the learning needs of gifted students. Honors and AP classes are available for all students. There may be prerequisites for admission to these classes. Check with your child's school site principal to learn more about Honors and AP coursework.

## 9<sup>th</sup> Grade Application for Lowell and SOTA

### Lowell Applications

Lowell High School is the only high school with academic and merit-based admissions criteria. For complete information, please see the Lowell application form and the Lowell Admissions Policy document that is also posted on the SFUSD website.

Applicants to Lowell must reside in San Francisco with the parent at the time of application and continue to live in San Francisco while attending Lowell. Interdistrict permits are not allowed for admission to Lowell. Any application with falsified information will nullify any application or result in a canceled assignment.

Ninth grade applications must be submitted together with an SFUSD Application listing Lowell as one of the school requests by, Friday, December 17, 2010. In addition to Lowell, each student may apply for any number of other SFUSD high schools on the application. All requested schools including Lowell should be listed in order of preference.

Current SFUSD 8<sup>th</sup> grade students do not need to submit additional documents for proof of address unless the student's address has been recently changed. Non-SFUSD students must submit a picture ID of parent or guardian, proof of birth, and two proofs of address as indicated on page 12, when submitting the applications. Seventh and 8<sup>th</sup> grade report card grades and CST/STAR test results will be used for admissions criteria. Current SFUSD students who have taken the 7<sup>th</sup> grade STAR test will not be eligible to take the Lowell Admissions Test. Non-SFUSD students or any current student that did not take the 7<sup>th</sup> grade STAR test in another California public school must sign up to take the Lowell Admissions Test that will be administered at Lowell on Saturday, January 8, 2011 or Wednesday, January 12, 2011. Sign up on the Lowell application form to reserve a space for the test.

Any other documentation pertaining to extracurricular activities, extenuating circumstances, or demonstrating ability to overcome hardship may be included with the enrollment applications.

### Lowell Selection Process

There is no sibling priority for Lowell. All students must meet entrance criteria to receive an assignment offer.

All applications for Lowell are reviewed, and students who meet entry criteria are identified prior to the general assignment run for the first placement round. Qualifying students who list Lowell as the first choice school will receive an assignment offer to Lowell. Those who qualify but list another school as a higher choice than Lowell will go into the assignment run. If they receive a placement into a higher choice school, they will not receive an offer to Lowell but to the higher choice school instead. Therefore, it is important to list your choices of schools by preference. Students who do not qualify for Lowell will not be negatively impacted (it will be as if the school was not listed as a choice school) and will be included in the assignment process for all the other choices listed on their applications.

All students are reviewed and identified for Lowell admissions in Round 1 and assignment offers will be mailed out by March 18, 2011. There is no waiting pool or appeal process for Lowell.

### TIP

If Lowell is your first choice, list it as your first choice on the SFUSD application. Apply by December 17, 2010.



## **Ruth Asawa San Francisco School of the Arts Applications**

Ruth Asawa San Francisco School of the Arts (SOTA) applicants must turn in both the SOTA application and a general SFUSD application, and schedule an audition to take place in January or March by contacting the school at 415-695-5700. SOTA applicants must turn in a SOTA application form to SOTA by Dec. 3, 2010 to participate in the audition process and the first placement round. Students who are requesting other schools must turn in the general SFUSD application by February 18, 2011. SOTA should be listed on the general application in the correct order of preference. All applications for SOTA are reviewed and students who have qualified for SOTA through the audition process are identified prior to the general assignment run for the first placement run. Qualifying students who list SOTA as the first choice school will receive an assignment offer to SOTA. Those who qualify but list another school as a higher choice than SOTA will go into the assignment run. If they receive a placement into a higher choice school, they will not receive an offer to SOTA but to the higher choice school instead. Therefore, it is important to list choices of schools by preference. Students who do not qualify for SOTA will not be negatively impacted (it will be as if the school was not listed as a choice school) and will be included in the assignment process for all the other choices listed on their applications.

Entrance criteria for SOTA are solely based on audition outcomes. There is no waiting pool or appeal process for SOTA.



### **TIP**

**If SOTA is your first choice, list it as your first choice on the SFUSD application. Also turn in the SOTA application and schedule an audition.**

## **Transportation**

The transportation infrastructure is currently being revised to meet the guidelines of the new Transportation Policy. At the time of publication, the new policy is still under development. The policy will be approved later in the fall, and information about the new transportation routes will be available in January, 2011. Families of applicant students should be aware that bus routes that are currently in place for School Year 2010-11 may be discontinued in School Year 2011-12 or at a later date.

For the most current information, please talk to a counselor in the Educational Placement or visit our website: [www.sfusd.edu/enroll](http://www.sfusd.edu/enroll).

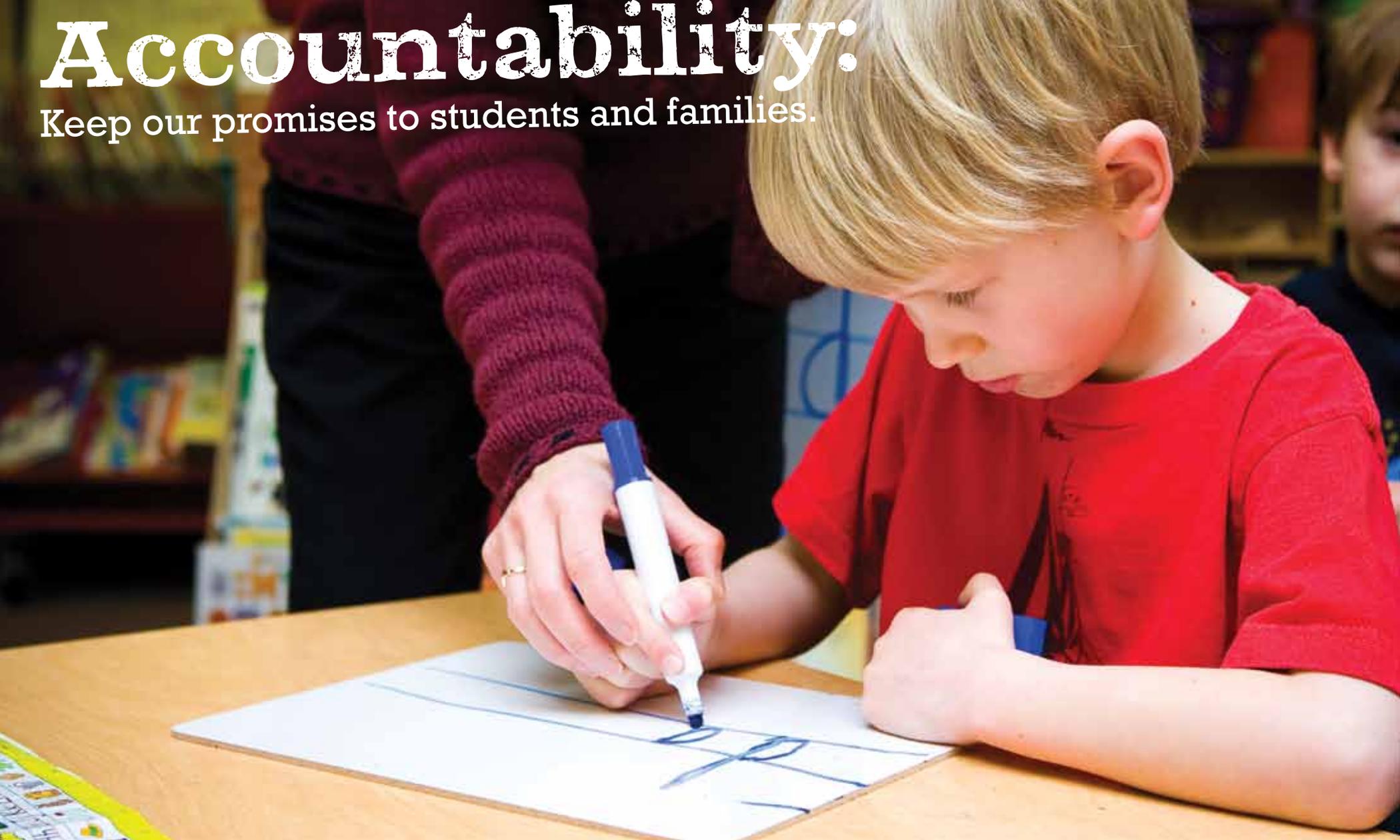
For Special Education students, SFUSD will provide transportation if it is part of the student's Individualized Education Plan. If a Special Education student requests a school outside existing bus routes and SFUSD can offer the student a comparable program which does not require creating a new bus route, then the student will be offered placement in the school to which there is existing transportation.

Students with general education placements who receive transportation services through Special Education (e.g. users of wheelchairs) will be given priority placement in a school whenever possible as long as parents/guardians indicate the special need on the application form.

For additional information, please call Transportation Services at (415) 695-5505.

# Accountability:

Keep our promises to students and families.



**Questions? Want help?**

**Talk to the team at the SFUSD Educational**

**Placement Center. We're here to help!**

555 Franklin Street, Room 100

415.241.6085

[www.SFUSD.edu/enroll](http://www.SFUSD.edu/enroll)

Apply by  
February 18, 2011



**SFUSD** SAN FRANCISCO  
PUBLIC SCHOOLS

**October 1** School tours begin (call the schools or visit [www.sfusd.edu/enroll](http://www.sfusd.edu/enroll) for dates and times)

**November 13** Applications available. Enrollment Fair (Concourse Exhibition Center, 635 8<sup>th</sup> Street, San Francisco, 94103. 9 am to 2 pm.)

**December 17** Last day to submit an application for Lowell High School

**February 18** Last day to submit an application for school placement

**March 18** Placement offers mailed to families

Discover  
Apply  
Enroll