

ARLENE ACKERMAN  
Superintendent of Schools

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San Francisco Unified School District  
555 Franklin Street, Room 301  
San Francisco, CA 94102

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October 30, 2002

Dear Parent / Guardian,

The school application and enrollment process is now beginning for School Year 2003-2004. We are working to make the process go as smoothly as possible this year, including letting parents/guardians of younger siblings know that they can request a "pre-assignment" offer for the school his/her older sibling is attending in School Year 2002-2003 and will attend in School Year 2003-2004.

As described on the attached information sheet, parents/guardians of these younger siblings can either request a pre-assignment offer to their older sibling's school or choose to seek a different assignment by participating in the general assignment process. However, parents/guardians choosing to participate in the general assignment process will give up their pre-assignment priority. That means that if a parent/guardian elects to forego the pre-assignment process, there is no guarantee that siblings will be placed together. To request a pre-assignment for your younger child, submit an appropriate Enrollment Application by December 20, 2002.

Also, if you are a parent/guardian of a 5<sup>th</sup> grader or 8<sup>th</sup> grader moving on to middle school or high school, it is important that you submit an enrollment application by January 31, 2003 (or by December 20, 2002 if you want your 5<sup>th</sup> grader or 8<sup>th</sup> grader to join an older child in an SFUSD middle school or high school).

Enrollment Applications are available at each school site and at the Educational Placement Center at 555 Franklin Street.

Thank you for your attention to these important activities.

Respectfully,

Arlene Ackerman  
Superintendent of Schools, SFUSD