Enrollment Process
This supplement is designed to assist parents/guardians of children with special education needs through the enrollment process for the 2013-2014 school year. In addition to this supplement, please also review the Special Education Services section of the Enrollment Guide, pages 78-81.

Special Education Counselors at the Educational Placement Center (EPC) are available to assist parents/guardians with the entire enrollment process, whether their child is new to SFUSD or already attending an SFUSD school. EPC is located at 555 Franklin Street (at McAllister) in Room 100, and is open Monday through Friday from 8:00 a.m. to 4:30 p.m. Appointments with a Special Education placement counselor are recommended but are not necessary.

Key Dates

January 22:
Application deadline

March 15:
Placement offers mailed to families

March 18-22, April 1-12:
Parents/guardians must register at schools to accept offers

“We learn from modeling as much as we do from books.”

Linda Maki
Individual Education Program (IEP)

Children identified with a disability which adversely affects their education are eligible for special education services through an Individual Education Program Plan (IEP). The plan is developed by a team that includes the parent/guardian, teachers, an administrator, and other service providers. An IEP may include special education and related services, the use of supplementary aids and services, curriculum accommodations and modifications, and a range of other services.

Unless the IEP of a student with a disability requires some other arrangement, the student should be educated in the school that he/she would attend if not disabled. Since SFUSD placement offers are determined through the enrollment application process, families with children who receive special education services should complete the SFUSD enrollment application, including the selection of school preferences, within the specified placement periods. The Round 1 application due date is January 22, 2013. (Please see the 2013-2014 Enrollment Guide for details.)

The majority of students with special education needs can be served at any school within SFUSD. Certain highly specialized and evidence-based services for particular disabilities with lower incidence rates are not available at all school sites. When a student’s IEP team has determined that the Least Restrictive Environment (LRE) is a separate classroom for 50% or more of the day, enrollment options may be limited to school sites offering a particular set of specialized services and supports. SFUSD strives to offer these specialized services at sites spread geographically throughout the city. The list of schools offering separate classes for special education, also known as Special Day Classes, is provided in this guide, beginning on page 6.

Special Education Placement Counselors at the EPC can assist parents/guardians with the entire enrollment process, including the selection of school preference options consistent with their child’s IEP for the application. EPC staff will analyze individual IEP’s to determine which school sites offer the necessary services for each student.
The student assignment process varies depending upon the services required to meet a child’s educational needs. The Service Delivery Options listed below describe the primary settings where special education services are delivered. Since all options are not available at every school, the enrollment process for students with special education services is dependent upon the Service Delivery Option(s) determined by the IEP team. (Learn more in the Enrollment Guide, pages 78-81.)

- **Regular Education**
  Students who receive special education services in a general education classroom are provided with appropriate accommodations and modifications, including supplementary aids and services, as designated in their IEP. The IEP team determines the appropriateness of placement in regular education based upon the educational benefits available to the student in a general education classroom, supplemented by appropriate aids and services, as compared with the educational benefits of a separate class setting. This service delivery option is available at every K-12 school. Parents/Guardians may list any schools on the enrollment application.

- **Resource Specialist**
  Students requiring special education services for 49% of the day or less are assigned to the general education classroom for the majority of their school day. Each student is also assigned to a Resource Specialist, a special education teacher, who provides services within the general education classroom and/or in separate education settings. Resource Specialist services focus on accommodating a student in the general education setting and/or remedial activities that would prepare a student to have the skills necessary to be successful in the general education setting. This service delivery option is available at every K-12 school. Parents/Guardians may list any schools on the enrollment application.
Service Delivery Options

Related Services
Related Services are designed to address specific, specialized interventions when necessary for a student to benefit from his or her instructional program, and are provided by a credentialed or licensed specialist in a regular or separate education setting. Services may also be provided by a specifically trained instructional aide or other certificated staff under the direction of the specialist. Related services can include, but are not limited to, the following:

- Speech and Language Services
- Audiological Services
- Augmentative and Alternative Communication
- Orientation and Mobility
- Vision Services
- Adaptive Physical Education
- Occupational Therapy
- Physical Therapy
- Assistive Technology
- Counseling and Mental Health Services
- Vocational Education and Career Development

Students requiring only Related Services are assigned to the general education classroom for the majority of their school day. This service delivery option is available at every K-12 school. Parents/Guardians may list any school on the enrollment application.

Separate Classes
(also known as Special Day Classes [SDC])
Separate classes are a more restrictive setting and provide services to students with more intensive needs who cannot meaningfully benefit from instruction in a general education classroom setting. Students are assigned for a majority of the school day to a separate class and are grouped by instructional need into multi-grade classrooms. Special Day Class teachers work collaboratively with general education classroom teachers and the IEP team to plan services and provide classroom instruction. The primary focus of instruction is the common core academic standards accommodated and/or modified with specialized instructional strategies to meet individual student needs. Separate classes are not offered at every school. Parents/Guardians should review their child’s IEP to determine the type of Special Day Class that will meet their child’s needs. The lists below identify the SFUSD school sites that will offer Special Day Classes in 2013-2014 school year.
Mild/Moderate Special Day Classes

Buena Vista Horace Mann (618)  K to 5
Cobb, Dr. William (525)         K to 5
Drew, Dr. Charles (507)         K to 5
El Dorado (521)                 3 to 5
Flynn, Leonard (680)           K to 5
Harte, Bret (453)               K to 5
Hillcrest (614)                 K to 5
Key, Francis Scott (544)        K to 5
Lakeshore (670)                 K to 5
Longfellow (691)                K to 5
Miraloma (722)                  3 to 5
Parks, Rosa (786)               K to 5
Peabody, George (569)           K to 5
Revere, Paul (760)              K to 5
Sanchez (816)                   K to 5
Sherman (823)                   K to 5
Stevenson, R. L. (782)          K to 5
Aptos (431)                     6 to 8
Denman, James (632)             6 to 8
Everett (529)                   6 to 8
Francisco (546)                 6 to 8
Giannini, A. P. (404)           6 to 8
Hoover, Herbert (607)           6 to 8
King, Dr. Martin L. Jr. (710)   6 to 8
Lick, James (634)               6 to 8
Marina (708)                    6 to 8

Presidio (778)                   6 to 8
Roosevelt, Theodore (797)       6 to 8
Visitacion Valley (868)         6 to 8
Balboa (439)                     9 to 12
Burton, Philip & Sala (764)     9 to 12
Galileo (559)                    9 to 12
International Studies Academy (624) 9 to 12
Lincoln, Abraham (405)          9 to 12
Lowell (697)                     9 to 12
Marshall, Thurgood (853)        9 to 12
Mission (725)                    9 to 12
O’Connell, John (651)           9 to 12
Ruth Asawa San Francisco SOTA (815) 9 to 12
Washington, George (571)        9 to 12
Wells, Ida B. (743)              9 to 12

Moderate/Severe Special Day Classes

Alvarado (420)                   K to 5
Fairmount (537)                  K to 5
Garfield (562)                   K to 5 (Autism)
Glen Park (575)                  K to 5
Grattan (589)                    PreK to 5 (Autism)
Key, Francis Scott (544)         K to 5
Lawton (676)                     3 to 8
Parker, Jean (638)               3 to 5
Sanchez (816)                    K to 5
Starr King (838)                 K to 5
In addition to the above schools offering Special Day Classes, Claire Lilienthal is a K to 8 school with acoustical modifications to the facilities.
Transition Services

Balboa (439)
Burton, Philip & Sala (764)
Lowell (697)
Marshall, Thurgood (853)
Mission (725)
O’Connell, John (651)
The ARC
Wallenberg, Raoul (785)
Pre-K Programs

These programs are offered only through the IEP process and are listed here for informational purposes.

<table>
<thead>
<tr>
<th>Site</th>
<th>Program Type</th>
<th>Setting</th>
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<tbody>
<tr>
<td>Argonne</td>
<td>Language &amp; Learning*</td>
<td>Early Education School</td>
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<tr>
<td>Bryant</td>
<td>SDC</td>
<td>Elementary School</td>
</tr>
<tr>
<td>Chavez, Cesar</td>
<td>Deaf &amp; Hard of Hearing</td>
<td>Elementary School</td>
</tr>
<tr>
<td>Dr. W. Cobb</td>
<td>Resource Specialist</td>
<td>Elementary School</td>
</tr>
<tr>
<td>Grattan</td>
<td>SDC</td>
<td>Elementary School</td>
</tr>
<tr>
<td>Jefferson</td>
<td>Resource Specialist</td>
<td>Early Education School</td>
</tr>
<tr>
<td>John Mclaren</td>
<td>SDC &amp; Resource Specialist</td>
<td>Early Education School</td>
</tr>
<tr>
<td>John Muir</td>
<td>SDC</td>
<td>Elementary School</td>
</tr>
<tr>
<td>Jose Ortega</td>
<td>SDC</td>
<td>Elementary School</td>
</tr>
<tr>
<td>Lafayette</td>
<td>SDC</td>
<td>Elementary School</td>
</tr>
<tr>
<td>Las Americas</td>
<td>SDC</td>
<td>Elementary School</td>
</tr>
<tr>
<td>Leola M. Havard</td>
<td>SDC</td>
<td>Early Education School</td>
</tr>
<tr>
<td>Malcolm X</td>
<td>Language &amp; Learning</td>
<td>Elementary School</td>
</tr>
<tr>
<td>Mc Coppin</td>
<td>SDC</td>
<td>Elementary School</td>
</tr>
<tr>
<td>Paul Revere</td>
<td>SDC</td>
<td>Elementary School</td>
</tr>
<tr>
<td>Presidio</td>
<td>Resource Specialist</td>
<td>Early Education School</td>
</tr>
<tr>
<td>Raphael Weill</td>
<td>SDC</td>
<td>Early Education School</td>
</tr>
<tr>
<td>San Miguel</td>
<td>Resource Specialist</td>
<td>Early Education School</td>
</tr>
<tr>
<td>Sheridan</td>
<td>SDC</td>
<td>Elementary School</td>
</tr>
<tr>
<td>Theresa Mahler</td>
<td>Language &amp; Learning</td>
<td>Early Education School</td>
</tr>
<tr>
<td>Tule Elk Park</td>
<td>Resource Specialist</td>
<td>Early Education School</td>
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</tbody>
</table>

* Language & Learning is a group speech therapy program.
Students with IEP’s are required to submit an enrollment application, including:

- Students new to SFUSD
- Students in transitional grades who need a new assignment for the next school year (pre-K, Transitional Kindergarten, 5th or 8th grade, and those entering into transitional services for students between 18 and 22)
- Students in a non-transitional grade who want to transfer to another school for the following year
- Current SFUSD students with a recent change in services

The same enrollment application form is used by all students applying for the 2013-2014 school year. Families with students who require special education services should:

- Mark the box on the application indicating that your child has an IEP
- Attach a copy of the most recent IEP to your application (if available)
- Review the list of Service Delivery Options above to determine those schools that meet your child’s needs as designated in the IEP
- Meet with an EPC Special Education Placement Counselor
- Consult the Enrollment Guide for details on the enrollment policies, process, and key dates

Any change in special education services must be made through the IEP team and finalized in the IEP. The EPC cannot process requests for changes in service.
PLACEMENT PROCESS FOR STUDENTS WITH SPECIAL EDUCATION SERVICES

The EPC Special Education team will review, verify, and process all applications for students with IEP’s. As part of the verification process, the EPC counselors will make sure that the schools listed on the application form meet the applicant’s needs as described in the IEP. The majority of students with IEP’s will participate in the student assignment process, where parental choice, school capacity, and the tie-breakers (as detailed in the Enrollment Guide) play a role in determining each student’s school assignment when there are more requests than available capacity.

Students requiring Special Day Classes, or other specialized services not available at every school, will also participate in the student assignment process for placement into schools that can provide the IEP services. Again, parental choice, school capacity, and the tie-breakers (as detailed in the Enrollment Guide) determine the school assignment when there are more requests than available capacity.

Students whose special education needs can only be accommodated at a very limited number of sites will have the location offer determined by a placement committee that includes the EPC Special Education counselors and administrators from Special Education Services, based on the free and appropriate public education offer outlined in the current IEP.

Completion of the enrollment process will result in a school assignment offer. For 2013-2014 applications submitted by January 22, 2013, notification of school placement will be mailed out by March 15, 2013. Families must then enroll at the school site from March 18-22 and April 1-12 to secure that assignment offer. All new special education placements result in a 30-day interim placement that will be reviewed by each IEP team to ensure that each student’s educational needs can be met at the assigned school. In the event of a conflict, locations specified in the IEP supersede assignment offers made through the enrollment process.

Families who want to participate in subsequent placement periods, such as the May Placement period, the August Waiting Pool, or the medical and family hardship appeals process, may submit their requests according to the key dates listed in the Enrollment Guide.

Please find additional resources for families who have children with special needs on our Special Education website at www.sfusd.edu, under the “departments” tab on our home page. Learn more about our enrollment process at www.sfusd.edu/enroll.
October 1 - School tours begin (call the schools or visit www.sfusd.edu/enroll for dates and times)
November 3 - Applications available. SFUSD School Enrollment Fair
(Concourse Exhibition Center, 620 7th Street, San Francisco, 94103, 9:30 am to 2:30 pm)
December 14 - Deadline to apply to Lowell high school
January 22 - Last day to submit an application for school placement
March 15 - Placement offers mailed to families

Apply by January 22, 2013

Non-Discrimination Policy
San Francisco Unified School District programs, activities, and practices shall be free from discrimination based on actual or perceived race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics.

If you believe you have been discriminated against, immediately contact the school site principal and/or Executive Director of the Office of Equity, Ruth Diep, at (415) 355-7334 or diepr@sfusd.edu. A copy of SFUSD’s uniform complaint policy is available upon request.