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The Student Assignment Process
Key Dates

- December 6, 2013 Apply for Ruth Asawa SOTA High School for auditions
- December 13, 2013 Lowell High School applications due
- January 21, 2014 Last day to submit an application for school placement

Eligibility for Kindergarten

- must be five years old by September 1, 2014
- This is a one month change from the previous deadline of October 1.

Students

Transitional K Program

Enroll into a Transitional K for 2014-15 and apply to Kindergarten in 2015-16.
How to Apply

Prepare documents
• Parent/Guardian’s picture ID
• Proof of birth of the student
• 2 proofs of home address

Fill out application form
• List as many school choices as you want

Apply by January 21, 2014

Where to submit your application?

✓ At your child’s current SFUSD school or
✓ At your older child’s SFUSD elementary school or
✓ At the Educational Placement Center
555 Franklin St., Room 100 or
✓ At one of our satellite collection sites or
✓ At the Mobile Enrollment Center
Keep a signed and dated copy of your application.

Where to submit your application at a Satellite Collection Site

EPC
Supre
1/16/14
4 pm – 7 pm
Carver
Permanent
8:30 am – 2:40 pm
West Portal
1/14/14
4 pm – 7 pm

If you are new to SFUSD, be sure to bring all the appropriate documents with you.
Where to submit your application?

at the Mobile Enrollment Center

Talk to a counselor or turn in your enrollment application at the mobile locations

Get a flyer with dates and times

Educational Placement Center

We're here to help!

555 Franklin Street, Room 100 San Francisco, CA 94102

Hours: 8:00 am to 4:30 pm Monday to Friday

Come ask us about schools, programs, and the enrollment process.

Let us know if you need interpretation services in other languages

Placement Policy

The assignment process applies to all students entering Transitional Kindergarten, Kindergarten, 6th, and 9th grades in Fall of 2014, and to any student requesting transfers into other schools.

we are committed to keeping your school choice process simple
All you need to do is…

List as many schools and programs in the order of preference

1. …
2. …
3. …
4. …

Tie-breakers

Tie-breakers are preferences used to help place students in a requested school when the number of requests for a school is greater than the number of spaces available.

Siblings

- Siblings live at the same address and have the same parent/guardian.
- Twins, triplets, and multiples are treated as individual students.
- You must indicate on the application if you want your twins to be assigned together.
- If you are requesting to transfer multiple siblings, there is a chance they can be separated.

TIP

If you are completing applications for more than one child and want them to be in the same school, list your school preferences in the same order on their applications to have the best chance of having them placed together.
Areas of the city with lowest average test scores

If you live in an area of the city that has low average test scores (the lowest 20%), this factor counts as a tie-breaker in school placement.

Use the address look up tool in our website to find out if your address falls within this area.

Test Score Areas

Attendance Areas

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

All students live in an attendance area for an elementary school.

Middle and high schools do not have attendance areas.
City-Wide Schools

✓ City-wide means there is no attendance area
✓ City-wide schools include all middle, high, K-8, dual immersion, newcomer schools and the SF Public Montessori School
✓ City-wide programs include newcomer, immersion and biliteracy pathways. Some schools have city-wide programs but also have attendance areas.
✓ Some schools have both attendance areas and city-wide programs

Your School Choices

Find schools that meet your needs
View boundary maps
Visit schools sfusd.edu/enroll
Tell us where you live & what your choices are
List as many schools as you want

You will be included in the application pool for every school & program listed:
• 1 choice = 1 pool
• 20 choices = 20 pools

Your School Choices

List as many school choices that will work for you and your family situation

You will be included in the application pool for every school & program listed:
• 1 choice = 1 pool
• 20 choices = 20 pools
Transitional Kinder Tie-breakers

1. Sibling
2. Single
3. Test Time
4. No Tie Breakers
5. Your School Offer

Elementary Attendance Area School Tie-Breakers

1. Sibling
2. Single
3. Test Time
4. No Tie Breakers
5. Your School Offer

Elementary City-Wide School Tie-Breakers

1. Sibling
2. Single
3. Test Time
4. No Tie Breakers
5. Your School Offer

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City-Wide Language Programs
Tie-breakers

Every K5 school in the district is matched with a single middle school, known as their middle school feeder.

The middle school feeder is based on where the student attends elementary school, not where they live.

Elementary to Middle School

- Is still a choice process. You must apply for placement into a middle school.
- From 2012-16 there is no initial assignment nor is there a guarantee that your child will receive an assignment into the feeder school.
- The feeder will allow a better opportunity to receive an assignment to the feeder if you list it as one of your choices.
If the middle school feeder is a viable option, you must list it as a choice in the order of preference.

Important: be aware of the middle school feeder.

In 2017, students will begin to receive an initial offer to 6th grade based on the elementary school they attend.

After receiving their initial assignment, students have the opportunity to participate in an optional choice process for other schools.

Middle School Feeders
Admission to Ruth Asawa SF School of the Arts is by audition only.
Submit an application to SOTA by Dec. 6, 2013 in order to schedule an audition
Submit your enrollment application by January 21, 2014 listing all your high school choices, including SOTA, in order of preference.

Academic and merit-based admissions criteria
Submit your Lowell application along with your SFUSD application by December 13, 2013
List Lowell along with all other high school choices in order of preference
Non-SFUSD students must take the Admissions Test on January 8 or 11, 2014
Applications for Lowell 10th through 12th grade will be available in May 2014
There are no appeals for Lowell or SOTA.

March 14 notification of placement
You must ENROLL at the school site on March 17-28, or April 7-11 to confirm the assignment.
You Should Know

The August Placement Period is a waiting pool process. You may submit a request for one school and August assignments are final.

Keep an assignment until you get a higher choice.

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Placement:

You may participate in the May and August placement periods by submitting a choice form to the EPC for each round.

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Language Assessments

- If you are applying for a Biliteracy or Immersion pathway, you may need to take a language assessment in the target language.
- Students who speak a language other than English may be entitled to additional services
- Apply early so there's time for assessment.
- Schedule an appointment with the Educational Placement Center: 241.6085.
- Saturday testing dates are available.

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Transportation

- We're updating the transportation plan for the 2014-2015 school year and current routes may be dramatically modified or phased out and new routes added.
- More route information is on the district's website.
**Special Education Services**

The enrollment process for special education students is dependent upon the Service Delivery Option(s) determined by the IEP team.

Service Delivery Options:
- General Education
- Resource Specialist
- Related Services
- Separate Classes

- 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.

Special Education placement counselors at the EPC can assist parents with the entire placement process, including the selection of school preference options consistent with the child’s IEP.

Please include a copy of the IEP with the enrollment application, if available.

The team will review, verify, and process all applications for students with IEPs.
Special Day Class (SDC)

- SDCs are a more restrictive setting and provide services with more intensive needs who cannot meaningfully benefit from instruction in a general education 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.

School Assignment

- The assignment process for students with disabilities will mirror the general education process where parental choice, school capacity and the tie-breaker process play a role in determining school assignments.
- Students requiring SDC services which are not available at every school will also participate in the process for placement into schools that can provide the required services.

Visit our website www.sfusd.edu/enroll

- Select features:
  - Search for schools based on your own criteria
  - Input your address to find your attendance area school
  - Get school summaries about all our schools
  - Fill out and print an enrollment application
  - Learn about district policies and processes
Resources for Parents

Interactive School Selector
http://www.sfpublicschools.org/php/

Address look up tool and School locator
http://www.sfpublicschools.org/php/

Apply!

Apply by January 21, 2014

Solicite a más tardar el 21 de enero de 2014

Apply by January 21, 2014
questions

www.sfusd.edu/enroll