What to do now

You have received a placement offer from the March Placement Period. If there was more demand than seats available at your requested schools, the appropriate tie-breaker process was utilized. See the SFUSD Enrollment Guide for a description of the tie-breaker process. If placement could not be offered at your requested school(s), placement was offered to the middle school feeder school, if applicable or if space was available, or to the school closest to home with openings.

After this initial offer, you have the opportunity to participate in any of the other placement periods to receive a higher choice school throughout the enrollment cycle.

We recommend that you register to secure enrollment at the school site by April 10th. If you accept a placement offer, you can still choose to seek a higher choice school during the May Placement Period. If you do not register, the placement may be cancelled and the seat may be made available to other students.

You will keep your initial assignment, if you have registered at the school, until a higher choice school can be offered. Registering at the school will not disadvantage you in the placement process. There is no priority for students who do not register at a school.

If at any time you wish to cancel your assignment, even after you have registered at the school, please contact the Educational Placement Center, or send an e-mail to Enrollinschool@sfusd.edu.

Amended Choices for May Placement Period

If you would like to participate in the May Placement Period, you must submit an Amended Choice Form by April 10th listing any number of more preferred schools than your initial offer for the May Placement Period. This form is available at the EPC or on the District’s website at www.sfusd.edu/enroll.

Offers for the May Placement Period will be mailed out on May 8th. You will be notified if an assignment can be offered to one of your amended choices. There will also be a final waiting pool process in August where parents may submit a request for ONE SCHOOL as openings become available prior to the first two weeks of schools’ opening. Parents must submit a choice form for every placement period in which they would like to participate.

March Placement Options & Information Workshops

To receive more information about the post March Placement Options, please attend one of the following workshops:

- Thursday, March 19, 5:30-7pm, 555 Franklin St.
- Saturday, March 21, 9-10:30am, 555 Franklin St.

You may also access this presentation on the website through this link: http://www.sfusd.edu/en/enroll-in-sfusd-schools/placement-periods/march-placement-highlights.html

Residency Requirements

Families must meet residency guidelines as explained on page 102 in the Enrollment Guide. If the parent/guardian who has physical custody of the student(s) moves to a new address 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 following the move. If the parent/guardian fails to submit a Change of Address form within 14 days of their move, the student’s enrollment may be revoked.

Students who move out of San Francisco shall apply for an interdistrict permit in the new district of residence if they wish to attend school in San Francisco. Interdistrict permits shall be processed in accordance with District procedure after assignment of San Francisco residents. Students who receive a school placement based on a specific address and subsequently move out of that address during the enrollment cycle may have their school assignment cancelled.

Additional Information

Updated information about program offerings, policy changes, transportation and other enrollment information can be found at www.sfusd.edu/enroll or come to the Educational Placement Center to meet with a placement counselor.
The Appeals Process

The Medical and Family Hardship Appeals Committee is convened after each placement period 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 students 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 section 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.