San Francisco Unified School District

Application Form - School Year 2016-2017

Page 1

Enrollment Process into SFUSD
Three steps

Step 1. Prepare Documents
Parent/Guardian’s Picture ID: Applications must be submitted in person by the Parent/Guardian.
Proof of birth:
• Birth Certificate or
• Hospital record
If the document does not contain the Parent/Guardian name, additional guardianship verification is required.
Proofs of home address:
• Two proofs of home address that include the name and address of the Parent/Guardian
• One to two utility service contract, statement or payment receipts; from different agencies such as PG&E, water, cable, or garbage within 45 days (no cell phone bills will be accepted)
• Both automobile registration and auto insurance policy, must be current (count as one proof)
• Homeowner’s or renter’s insurance policy, must be current
• Property tax statement, must be current assessment year.
• Correspondence from a government agency within 45 days
• Grant deed, title of property
• Rental property contract, lease, or payment receipts within 45 days
• Section 8 agreements, must be current
• Affidavit of residency executed by the parent or legal guardian of a pupil
• Pay stubs, within 45 days
• Voter registration, must be current

September 2 and December 2, 2016 are eligible for a Transitional Kindergarten program for the 2016-2017 school year. Transitional Kindergarten is the bridge between Preschool and Kindergarten. Transitional Kindergarten uses a modified Kindergarten curriculum that is age and developmentally appropriate. See page 4 for school options.

Step 2. Fill Out Form
Pick up form: Forms are available at the Educational Placement Center office at 555 Franklin Street, Room 100, or at any school.
Complete all sections: Incomplete applications turned in by the due date (January 15, 2016) cannot be processed as on-time applications.
Sign: Signing the application form assures that the information provided is true

Step 3. Submit
Where: You can turn in your completed application form to the Educational Placement Center, 555 Franklin Street, Room 100.
When: Apply by January 15, 2016
No Faxed or Mailed Applications

Apply by January 15, 2016

Student Placement Tie-Breakers
Students are placed in their highest ranked choice as long as there are openings. Tie-breakers are used to help place students in a requested school when there are more requests for a school than openings.

Transitional Kindergarten (see page 4)
• Attends SFUSD EES offering TK
• Has younger sibling in Prek
• Lives in area with lowest average test scores

Kindergarten - Attendance Area Schools
• Has older sibling at requested school
• Lives in attendance area and enrolled in SFUSD PreK in attendance area
• Lives in area with lowest average test scores

Kindergarten - City-Wide Schools
• Has older sibling at requested school
• Attends SFUSD PreK at the city-wide school
• Lives in area with lowest average test scores

City-Wide Language Pathways
• Enrolled in language pathway AND has older sibling in the pathway at requested school
• Enrolled in language pathway
• Has older sibling at requested school
• Lives in area with lowest average test scores

6th Grade - Middle Schools
• Has older sibling at requested school
• Enrolled in middle school feeder
• Lives in area with lowest average test scores

9th Grade - High Schools
• Has older sibling at requested school
• Lives in area with lowest average test scores
Willie L. Brown Jr. Middle School
• Has older sibling at requested school
• Enrolled in middle school feeder
• Lives in 94124 Zip Code
• Lives in area with lowest average test scores

Placement Policy for twins, triplets and multiples
If placement for twins, triplets or multiples into the same school grade and program is desired, each application must indicate the same school, and program choices in the same order. The parent/guardian must answer YES to the following question on section 6 of the application form:
Do you wish to have your twins, triplets or multiples placed in the same school?

Questions? Want help?
Talk to the team at the SFUSD Educational Placement Center. We're here to help!
555 Franklin Street, Room 100
San Francisco, CA 94102
Tel 415.241.6085 Fax 415.241.6087
Office hours: M-F 8:00AM-4:30PM
www.sfusd.edu enrollinschool@sfusd.edu

The information in this Application is accurate as of the time of publication (October 2015). However, it is possible that some programs could be moved, eliminated, reduced, modified, or added. Major changes will be publicized as soon as they are known.

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; on 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.

Undocumented Students
Any child whose family resides in San Francisco is guaranteed access to a free public education in SFUSD. No family will be denied access to school because of their immigration status.

Key Dates in 2016
January 15: Application deadline
March 11: Placement offers mailed to families
March 14-25 and April 4-8: Parents/guardians must register at schools to accept offers.

Any requested school placement will replace your current school assignment (if applicable).
ELEMENTARY

1. DUAL LANGUAGE PATHWAY

A. DUAL LANGUAGE LEARNER PRE-KINDERGARTEN AND TRANSITIONAL KINDERGARTEN (Cantonese or Spanish)

The Dual Language Learner Pre-Kinder and Transitional Kindergarten Pathways located at Early Education sites are designed to ensure both English Learners and English proficient students develop high levels of English proficiency and literacy, as well as academic competency.

Eligibility

- All students applying for a seat in a Dual Language Pathway at the Early Education sites are eligible for the Dual Language Pathway. Students who participate in the Dual Language Learner Pre-Kinder or Transitional Kindergarten are NOT guaranteed a seat in the respective Dual Language Pathway at their school site or in the district.

B. DUAL LANGUAGE IMMERSION PATHWAY (Cantonese, Korean, Mandari, or Spanish)

The Dual Language Immersion Pathway is designed to enhance the language and academic development of English proficient students who want to develop proficiency in the pathway language (Cantonese, Korean, Mandarin, or Spanish).

Eligibility

- The pathway language is the primary/dominant language for all students. Students who demonstrate bilingualism in the primary/dominant language and are eligible to go into the pathway language pool.

For kindergarten and first grade:

- If the survey indicates that the pathway language is spoken with or by the student in the home, the student will be placed in the pathway language pool.
- If the student meets the proficiency level on the assessment given at the EPC, the student will be placed in the pathway language pool.
- If the student demonstrates limited proficiency on the assessment, the parent/guardian may sign an affidavit which determines the student's primary/dominant language and is eligible to go into the pathway language pool.

For grades 2 to 5, the following students are eligible to apply:

- Students currently enrolled in a SFUSD Cantonese Language Pathway, Cantonese Biliteracy Pathway, or Cantonese Newcomer Pathway.
- Students who are not enrolled in SFUSD Cantonese Language Pathway or are new to SFUSD and meet the proficiency level on the Cantonese assessment given at the EPC.
- If the student demonstrates limited proficiency on the assessment, the parent/guardian shall sign an affidavit which determines the student's primary/dominant language and is eligible to go into the pathway language pool.

SECONDARY

SECONDARY DUAL LANGUAGE PATHWAY (Cantonese, Korean, Mandarin, or Spanish)

At the secondary level starting at grade 6, the Elementary Dual Language Immersion and Biliteracy Pathway will merge into the Secondary Dual Language Pathway for each respective language where students take two academic classes in the pathway language.

Eligibility

- Students enrolled in a SFUSD Biliteracy Pathway, Dual Language Immersion Pathway, or Newcomer Pathway in the respective pathway language;
- Students who demonstrate grade level proficiency in the pathway language on the assessment given at the EPC.

If the student does not meet the eligibility requirements above, his/her request for this language pathway will be dropped from his/her application.

NEWCOMER PATHWAY (Chinese, Spanish and All Languages)

The Newcomer Pathway is designed to help recently arrived immigrant English Learner students adjust to their new language and culture. At the elementary level, it is a one-year program (with the possibility of a second year as needed). At middle and high school, students may stay in the Newcomer Pathway for multiple years as needed. In addition to academic support, Newcomers have access to resources and referrals to student support services, i.e. physical and mental health, housing, and legal services.

Eligibility

- Prior to student enrollment in the district, the student's parents/guardians complete the SFUSD’s Home Language Survey (HLS) on the enrollment application.
- The student will be assessed in the pathway language (if assessment is available).
- Where does my child take the test?
- Once the test is completed and scored, the parents/guardians meet with a counselor at the EPC to discuss test results, program options, and support services. Parents will have the opportunity to change the school or program requests on their child's application if they so choose and/or if their child is not eligible for a selected language pathway.
### 2016-17 Elementary Schools: K-5 and K-8

#### Elementary Schools: K-5

<table>
<thead>
<tr>
<th>School</th>
<th>District Pathways</th>
<th>Language Pathways</th>
<th>Newcomer Pathways</th>
<th>Middle School Feeder</th>
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<tr>
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<td><strong>Language Pathways</strong></td>
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<td><strong>Newcomer Pathways</strong></td>
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<td><strong>K-8</strong></td>
<td><strong>Immersion</strong></td>
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#### Elementary Schools: K-8

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<thead>
<tr>
<th>School</th>
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<th>Language Pathways</th>
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</tbody>
</table>

#### Language Requirements:

Before applying to a language or newcomer pathway, please review the pathway descriptions and eligibility requirements on page 2.

**Notes:**

* Each year another grade level will be added until 5th grade.

** CEC students feed to Francisco and Vis Valley, based on the middle school closest in proximity to home.

*** Longfellow students enrolled in the Spanish Biliteracy pathway feed into Visitacion Valley MS.
### 2016-17 Middle Schools

<table>
<thead>
<tr>
<th>Middle Schools</th>
<th>Sch#</th>
<th>General Education Pathways</th>
<th>Secondary Dual Language Cantonese</th>
<th>Secondary Dual Language Mandarin</th>
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<td>RUSSELL VALLEY</td>
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</table>

* Each year another grade level will be added until 8th grade.

### Middle School Choice Process: Tiebreakers

With the Board of Education's recent approval of middle school feeders, every K-5 school in the district is matched with a single middle school, known as their middle school feeder. The middle school feeder for each K-5 school is listed on page three of the application form. While the elementary-to-middle school feeder creates virtual K-8s based on elementary school enrollment, the student assignment process for middle school will continue to be a choice process. This means students enrolled in 5th grade at an SFUSD K-5 school will have to submit an application form ranking their middle school requests to receive a 6th grade assignment.

Between 2012 and 2017, the choice process for middle school will give younger siblings the highest preference, followed by a preference for students enrolled in an elementary school that feeds into the middle school (it doesn't matter where in San Francisco a student lives, this tiebreaker is based on the school the student is enrolled in for 5th grade), and then a preference for students living in areas of the city with the lowest average test scores (known as CTIP1). These preferences, known as tiebreakers, will be used when the number of requests for a school is greater than the number of seats available.

Beginning in 2017, students living in San Francisco who are graduating from 5th grade will receive an initial 6th grade offer, based on their elementary school enrollment, to their K-8 feeder school before the middle school choice process begins.

### Middle School Feeder Requirements:

- **Pathways:**
  - Gen (General Pathway)
  - Bilingual Bicultural Program / Japanese
  - New / All Languages
  - New / Chinese
  - SDLC Secondary Dual Language / Mandarin Pathway
  - SDLS Secondary Dual Language / Spanish Pathway

### Key to pathway codes

- **Gen:** General Pathway
- **BPP:** Bilingual Bicultural Program / Japanese
- **New:** New / All Languages
- **NewC:** New / Chinese
- **SDLC:** Secondary Dual Language / Cantonese Pathway
- **SDLM:** Secondary Dual Language / Mandarin Pathway
- **SDLS:** Secondary Dual Language / Spanish Pathway

### Language Requirements:

- Before applying to a language or newcomer pathway, please review the pathway descriptions and eligibility requirements on page 2.

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### 2016-17 High Schools

<table>
<thead>
<tr>
<th>High Schools</th>
<th>Sch#</th>
<th>General Education Pathways</th>
<th>Secondary Dual Language Cantonese</th>
<th>Secondary Dual Language Mandarin</th>
<th>Secondary Dual Language Spanish</th>
<th>Newcomer All Languages</th>
<th>Newcomer Chinese</th>
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<tbody>
<tr>
<td>Academy of Arts &amp; Sciences @ SOTA</td>
<td>832</td>
<td>Gen(9-12)</td>
<td>SDLC(9-10)*</td>
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<tr>
<td>BALBOA</td>
<td>439</td>
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<td>BURTON, PHILLIP &amp; SALA</td>
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<td>New(9-12)</td>
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</table>

1. Students requesting 9th grade Lowell must also submit a Lowell application by December 11, 2015, 10th-12th grade applications will be available in May 2016.
2. Each year another grade level will be added until 12th grade.
3. SF International High School is especially designed for immigrant English Learners who arrived in the U.S. within the last 4 years. English Learners can complete all four years of their high school education at SF International High School and graduate with a high school diploma and be eligible for admission to a four-year college.
Application Form - School Year 2016-2017

1. Student Information
   Last Name: ____________________________  Middle Name: ____________________________  First Name: ____________________________
   City of Birth: ____________________________  State: ____________________________  Country of Birth: ____________________________
   Date of Birth: ____________________________  Date of US entry (If born outside US): ____________________________
   Gender: ____________________________  Male □  Female □  Applying for Grade: ____________________________
   Current or last school attended: ____________________________  City: ____________________________  State: ____________________________
   Date first attended school in US: ____________________________  How student attended school in US for less than a cumulative year? Yes □  No □

Based on my child's date of birth, I understand that my child will participate in the two-year Transitional Kindergarten Program that includes a year of transitional kindergarten followed by a year of kindergarten.

2. High school applicants:
   Do you want SFUSD to release your child's name, address, and telephone number to military recruiters? Yes □  No □

3. Home Language Survey
   Whenever the Home Language Survey indicates a language other than English, students are assessed and may be entitled to additional services. The results help parents identify appropriate pathway placement for their child.
   1. What language did your child first learn when she/he began to talk? ____________________________
   2. What language does your child use most frequently at home? ____________________________
   3. What language do you use most frequently to speak to your child? ____________________________
   4. What language do the adults use most frequently at home? ____________________________
   Please write in the language(s) you would prefer when you receive written materials:

4. Special Needs
   If you answer YES to any question, please attach an Individual Education Plan (IEP) and/or a written description of the special needs.
   Is the student currently receiving special education services? Yes □  No □
   Does the student have health conditions that may affect educational needs? No □  Yes □
   Does the student have a vision impairment? No □  Yes □
   Does the student have a hearing impairment? No □  Yes □
   Does the student have a mobility impairment? No □  Yes □
   Does the student use a wheelchair? No □  Yes □

Attention! I have indicated a language other than English on the home language survey and have received a copy of the English Learner Program Guide (available at EPC) to learn more about available services.

5. Family Information
   Parent/Guardian's Last Name: ____________________________  First Name: ____________________________
   Street # / Street Name: ____________________________  Apartment #: ____________________________
   City: ____________________________  Zip Code: ____________________________
   Home #: ____________________________  Work #: ____________________________
   Call #: ____________________________  Accept Text Messages? Yes □  No □

6. School Requests
   Fill in the pathway, school name, and school number for the schools you would like the student to attend. List as many schools as you like, and list them in order of preference using the school list attached on the front cover. You are not limited to 10 schools! If you wish to list additional choices, please attach your expanded list indicating as many schools as you wish in numbered order.

<table>
<thead>
<tr>
<th>Pathway</th>
<th>School Name</th>
<th>Sch#</th>
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<td>10</td>
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</tbody>
</table>

7. Graduation
   College Graduate □  Some College □  Graduate School (e.g. Masters, Ph.D., etc.) □
   Some High School □  High School Graduate □  High School □
   College Graduate □  Some College □  College □

8. Parent Education Level:
   College Graduate □  High School Graduate □  High School □
   College Graduated □  Some College □  College □
   College Graduated □  Some College □  College □
   College Graduated □  Some College □  College □

Attention!

You are not limited to 10 schools! If you wish to list additional choices, please attach your expanded list indicating as many schools as you wish in numbered order.

If you receive an assignment to any of the schools requested on this application form you will lose the SFUSD school you are currently attending because it is not possible to be assigned to more than one SFUSD school.

9. Race/Ethnic Identity: This is used for state & federal reporting purposes; it will not affect placement decisions.
   Ethnicity - Is the student Hispanic or Latino? Yes □  No □
   The above part of the question is about ethnicity, not race. No matter what you selected above, please continue to answer the following by marking one or more boxes to indicate what you consider your race(s) to be with an “x.”
   □ American/Indian/Aleutian Native  □ Cambodian  □ Guamanian  □ Korean
   □ Kuna/Indian  □ Chinese  □ Hawaiian  □ Laotian  □ Other Asian
   □ Black or African American  □ Filipino  □ Japanese  □ Middle Eastern/Arabic  □ Samoan
   □ Other  □ Tahitian  □ Vietnamese  □ Hmong
   □ White

10. Parent/Guardian
   Parent/Guardian #1 □
   Parent/Guardian #2 □

11. Official use only
   Received by: ____________________________  Date: ____________________________
   Filed at SFUSD: ____________________________  Date: ____________________________
   Parents to new school of assignment: Parent/NK  Parent Copy

WHITE AND YELLOW: Blac attach (1) Picture ID (2) Proofs of address and (3) Proof of birth
GOLDEN ROSE: Parent takes to new school of assignment PINK: Parent Copy

[Signature]

December 13, 2015, 5:35 PM