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

Note: 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

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 13, 2017) 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 13, 2017

No Faxed or Mailed Applications

Apply by January 13, 2017

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 enroll@sfusd.edu

The Educational Placement Center will be temporarily located at 655 De Haro Street from September 6 to mid December, 2016.

Responses to your Application Form

The information in this Application is accurate as of the time of publication (October 2016). However, it is possible that some programs could be moved, eliminated, reduced, modified, or added. Major changes will be published 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, sex, gender, gender identity, gender expression, marital status, medical condition, genetic information, sexual orientation, marital status, or a parent's, guardian's, or former employee's immigration status. Persons who believe they have been discriminated against may file a complaint with the Office of Equity, 555 Franklin Street, Room 320, San Francisco, CA 94102. (415) 707-8780. Ask for the Equity Resolution Officer. A copy of SFUSD’s Uniform Complaint Policy is available upon request.

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.

Key Dates in 2017

January 13: Application deadline
March 17: Placement offers mailed to families
March 20–24 and April 3–14: Parents/guardians must register at schools to accept offers.

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

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 ESL 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
- Lives in attendance area

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?

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San Francisco Unified School District programs, activities, and practices shall be free from discrimination based on actual or perceived race, color, ancestry, national origin, ethnicity, sex, gender, gender identity, gender expression, marital status, medical condition, genetic information, sexual orientation, marital status, or a parent’s, guardian’s, or former employee’s immigration status. Persons who believe they have been discriminated against may file a complaint with the Office of Equity, Ruth Diep, at (415) 355-7334 or diep@sfusd.edu. A copy of SFUSD’s Uniform Complaint Policy is available upon request.

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**DUAL LANGUAGE PATHWAY**

**K-5 Dual Language Immersion Pathway (Cantonese, Korean, Mandarin, or Spanish)**

The Dual Language Immersion Pathway is designed to ensure both English Learners and English proficient students develop high levels of English and pathway language proficiency and literacy, as well as academic competency.

**Eligibility**

In order to provide effective and continuous Dual Language Immersion Pathways, grades K-3 the district will institute processes during the kindergarten and 1st grade enrollment to assign an appropriate balance of students who are proficient in the pathway language (2/3 to 1/2) and students who have not demonstrated proficiency in the pathway language (1/3 to 1/2) per grade level and classroom.

Prior to student enrollment in the district, student’s parents/guardians complete the SFUSD’s Home Language Survey (HLS) on the enrollment application.

For kindergarten and first grade:

- If the survey indicates that a language other than English is spoken with or by the student in the home, the student will be assessed to evaluate his/her proficiency in the pathway language.

- If the student meets the proficiency level on the assessment, then he/she will go into the pathway language pool.

- If the student demonstrates limited proficiencies on the assessment, the student will be placed in the non-pathway language pool.

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

- Students currently enrolled in a SFUSD Biliteracy Pathway, Cantonese Immersion Pathway, Cantonese Newcomer Pathway, OR
- Students who are not enrolled in a SFUSD Cantonese language pathway or are enrolled in a SFUSD and meet the proficiency level on the Cantonese 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.

**BILITERACY PATHWAY (Cantonese or Spanish)**

The Biliteracy Pathway is designed to ensure English Learners develop high levels of English and pathway language proficiency and literacy, as well as high levels of academic competency. The Biliteracy Pathway provides an effective academic program for English Learners.

**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.

For kindergarten and first grade:

- If the survey indicates that the pathway language is spoken with or by the student in the home, K-1 applicants are eligible to apply for the Biliteracy Pathway.

- If the survey indicates that only English or a non-pathway language is spoken in the home, the student will not be eligible for the Biliteracy Pathway and their request for this language pathway will be dropped from their application.

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

- Students who listed a language other than English on their home language survey; AND
- Student entered the U.S. within 1 year of requested enrollment; AND
- Student scored at level 1 or 2 on the California English Language Development Test (CELDT) or has no test results available.

If the student does not meet the above eligibility requirements, his/her request for this 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.

The Newcomer Pathway serves recently arrived immigrant English Learner students who need a period of adjustment and orientation before entering a language pathway or English Plus Pathway.

**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.

An applicant must meet the following eligibility requirements:

- Student listed a language other than English on his/her home language survey; AND
- Student entered the U.S. within 1 year of requested enrollment; AND
- Student scored at level 1 or 2 on the California English Language Development Test (CELDT) or has no test results available.

If the student does not meet the above eligibility requirements, his/her request for this pathway will be dropped from his/her application.
### Elementary Schools: K-5 and K-8

#### San Francisco Unified School District

**2017-18 Elementary Schools: K-5 and K-8**

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<td>YICK WO (K-8) 801 Imm[K-5]</td>
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#### Language Pathways

- **General Education Pathway**
  - ImmM Immersion / Mandarin Pathway
  - ImmS Immersion / Spanish Pathway
  - IBBP Bilingual Bicultural Program / Japanese
  - NewC Newcomer / Chinese Pathway
  - NewS Newcomer / Spanish Pathway
  - SF Community

- **FLES Pathways**
  - Filipino
  - Japanese

- **Pathways**
  - Cantonese
  - Chinese
  - Korean
  - Mandarin
  - Spanish

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

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### Key to pathway codes

- **Gen** General Education Pathway
- **BIC** Bilingual / Cantonese Pathway
- **BIS** Bilingual / Spanish Pathway
- **FR** FLES Pathway/Filipino
- **ImmC** Immersion / Cantonese Pathway
- **ImmM** Immersion / Mandarin Pathway
- **ImmS** Immersion / Spanish Pathway
- **IBBP** Bilingual Bicultural Program / Japanese
- **NewC** Newcomer / Chinese Pathway
- **NewS** Newcomer / Spanish Pathway
- **SF** SF Community

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### Language Requirements:

Before applying to a language or newcomer pathway, please review the pathway descriptions and eligibility requirements on page 2.
2017-18 Transitional Kindergarten Sites

Students who are eligible and are requesting Transitional Kindergarten will be assigned to their highest ranked request as long as there is space at the school. If there are more students applying than there are openings at a school, choice assignments will be made by looking to all the possible combinations of tie-breakers in the following hierarchical order.

1. Presently enrolled in a SFUSD Early Education School offering TK. Students who have been enrolled in a pre-K program in the 2016-17 school year where TK will be offered in 2017-18 will receive this tiebreaker for their current school.
2. A younger sibling enrolled in a SFUSD Pre-K program and are requesting placement at the same site.
3. A younger sibling is currently attending a pre-K program. Siblings are defined as students with the same parent/guardian and living at the same address.
4. Test score areas
If these tie-breakers do not resolve ties, then ties will be resolved by random lottery.

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 system is virtual, 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.

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 CTPI). These preferences, known as tiebreakers, will be used when the number of requests for a school is greater than the number of seats available.

Middle School Choice Process: Tiebreakers

Students will be assigned to their highest ranked request as long as there is space at the school. If there are more students applying than there are openings at a school, students will be placed in schools using the following tie-breakers in this order:

1. Sibling
2. Presently enrolled in a SFUSD Early Education School offering TK.
3. Test score areas

Middle School Feeder Schools

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<th>School</th>
<th>Grade</th>
<th>Pathways</th>
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2017-18 High Schools

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<td>LOWELL</td>
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<td>MISSION HIGH SCHOOL</td>
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<td>Ruth Asaee San Francisco SCHOOL OF THE ARTS</td>
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Language Requirements:

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

Educational Placement Center
555 Franklin Street, Room 100
San Francisco, CA 94102
Phone: (415) 241-6085
**Application Form - School Year 2017-2018**

**Educational Placement Center**
555 Franklin Street, Room 100
San Francisco, CA 94102 415.241.6085

**SFUSD San Francisco PUBLIC SCHOOLS**

---

**1 Student Information**

- **Last Name**
- **First Name**
- **Suffix**
- **Middle Name**
- **Date of Birth**
- **Gender**
- **City of Birth**
- **State**
- **Country of Birth**
- **Date of US entry**
- **If born outside US**
- **How student attended school in US for less than 3 cumulative years?**

**Current or last school attended**

- **City**
- **State**
- **Date first attended school in US**

---

**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:

-or oral communications:

---

**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? **Yes □ No □**
- Does the student have a vision impairment? **Yes □ No □**
- Does the student have a hearing impairment? **Yes □ No □**
- Does the student have a mobility impairment? **Yes □ No □**
- Does the student use a wheelchair? **Yes □ No □**

---

**5 Family Information**

- **Parent/Guardian’s Last Name**
- **First Name**
- **Street # / Street Name**
- **Apartment #**
- **City**
- **State**
- **Zip Code**

- **Home Language Survey**

- **Parent/Guardian’s Last Name**
- **First Name**
- **Street # / Street Name**
- **Apartment #**
- **City**
- **State**
- **Zip Code**

---

**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.

- **Pathway**
- **School Name**
- **Sch#**

---

**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. **Yes □ No □** I understand any changes to choices must be submitted by the following Key Dates: Round 1: 1/13/2017 Round 2: 4/14/2017, Round 3: 5/24/2017, Round 4: 7/21/2017, Round 5: 8/11/2017.

---

**7 Racial/Ethnic Identification:** This is used for state & federal reporting purposes; it will not affect placement decisions.

- [ ] American Indian/Alaska Native
- [ ] Asian Indian
- [ ] Black or African American
- [ ] Cambodian
- [ ] Chinese
- [ ] Guamanian
- [ ] Hawaiian
- [ ] Japanese
- [ ] Korean
- [ ] Laotian
- [ ] Other Asian
- [ ] Other Pacific Islanders
- [ ] Samoan
- [ ] Tahitian
- [ ] Vietnamese
- [ ] White

---

**8 Parent/Guardian Education Level:** Check appropriate box for both parents. This is used for state & federal reporting purposes; it will not affect placement decisions.

- **Parent/Guardian #1**
  - [ ] Some High School
  - [ ] High School Graduate
  - [ ] Some College
  - [ ] College Graduate
  - [ ] Graduate School (e.g., Masters, Ph.D., etc.)

- **Parent/Guardian #2**
  - [ ] Some High School
  - [ ] High School Graduate
  - [ ] Some College
  - [ ] College Graduate
  - [ ] Graduate School (e.g., Masters, Ph.D., etc.)

---

**Parent/Guardian Signature**

---

**Attention!** 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.

---

**Official use only**

**Date of Birth**

**Parent/Guardian Signature**

---

**Attention!** By signing the application form, you are disclosing personal information about you and your child. We will use this information for the purpose of providing educational services. If you send this information to the District, you understand that the District has a policy to prohibit the release of such information to third parties, except as required by law. You may request to inspect and copy the information that we have about you and your child, and you may request that we correct such information if it is found to be incorrect. You may also request that we not disclose information about you and your child to any third party, except as required by law. If you have questions about the District’s policies or practices, you may contact the District’s Privacy Officer at Educational Placement Center, 555 Franklin Street, Room 100, San Francisco, CA 94102. If you wish to file a complaint about the District’s policies or practices, you may contact the United States Department of Education, Office for Civil Rights, 400 Sixth Street, SW, Washington, DC 20202-2104. You may also file a complaint with the California Department of Education, Office of Civil Rights, 4000 Calistoga Avenue, Sacramento, CA 95825.