

San Francisco Unified School District
2017-2018 LOWELL HIGH SCHOOL 9TH GRADE ENROLLMENT APPLICATION

- ***WHEN are the applications due and WHEN will I be notified if my child is accepted to Lowell?***
- Lowell 9th Grade Applications must be submitted together with an SFUSD Enrollment Application by Friday, December 16th, 2016.
 - Applicants will be notified after March 17th, 2017 of the student's school assignment.
 - Parents/legal guardians must respond to the assignment offer by April 7th, 2017 by following specific Lowell acceptance instructions detailed in the approval letter.
- ***WHAT documentation is needed when my Lowell Application is submitted?***
- **All Applicants** - parent/legal guardian must provide a picture I.D.
 - **Current SFUSD 8th grade students (excluding SFUSD Charter school students)** must submit this Lowell Application and a general SFUSD Enrollment Application with Lowell listed as one of the school requests. If the student's address has recently changed or is not correct in the district's records for any reason, two current verifications of address must accompany the applications. Please refer to the Enrollment Application instructions for acceptable documents. The Lowell application must be stapled on top of the Enrollment Application.
 - **Students not currently enrolled in a SFUSD school or in enrolled in an SFUSD Charter school** must submit this Lowell Application and a general SFUSD Enrollment Application with Lowell listed as one of the school requests. One document verifying the student's date of birth and two documents verifying the address of the parent/legal guardian must accompany the applications. Please refer to the Enrollment Application instructions for acceptable documents. The Lowell application must be stapled on top of the Enrollment Application.
 - Any documentation you wish to attach to the application pertaining to extracurricular activities, extenuating circumstances, or demonstrated ability to overcome hardship. Please bring photocopies of these documents to speed up the submission process.
- ***HOW is the Lowell application process incorporated in the application process for other SFUSD high schools?***
- In addition to Lowell, each student may apply for any number of other SFUSD high schools on the general SFUSD Enrollment Application. All requested schools including Lowell should be listed in your order of preference. (Lowell is not required to be your first choice)
 - Applicants indicating Lowell as a first choice will be considered for assignment to other schools only if they do not qualify for Lowell. This is determined *before* the assignment run.
 - Applicants who list one or more other high schools as higher preferences than Lowell and who meet Lowell admission criteria will receive a Lowell assignment only if they cannot be assigned to a higher ranked choice.
 - If the applicant has an older sibling at another school, and requests that school as the first choice, they will be assigned to the sibling's school and their Lowell application will not be considered. If they list Lowell as a higher choice, but do not qualify for Lowell, they will still retain the sibling priority.
- ***WHERE can I pick up and submit my completed applications?***
- You may obtain the Lowell Application and the general SFUSD Enrollment Application at Lowell High School, all SFUSD middle and K-8 schools, most San Francisco non-public middle schools, and the Educational Placement Center (655 De Haro Street @ 18th St.). Applications may also be printed from the SFUSD website: www.sfusd.edu/enroll.
 - Parents/legal guardians of current SFUSD 8th grade students must submit in person both completed applications to their current SFUSD middle school or to the Educational Placement Center. Applications sent through the mail will not be accepted.
 - Parents/legal guardians of all other 8th grade students must submit in person both completed applications to the Educational Placement Center. Applications sent through the mail will not be accepted.
 - APPLICATIONS MUST NOT BE SUBMITTED OR MAILED TO LOWELL HIGH SCHOOL

➤ **WHAT are the criteria used for acceptance to Lowell?**

- Final grades for the first semester of the 7th grade in English, Mathematics, Social Studies, and Science
- Final grades for the second semester of the 7th grade in English, Mathematics, Social Studies, and Science
- Final grades for the first semester of the 8th grade in English, Mathematics, Social Studies, and Science
- Test scores from either spring 7th grade SBAC or the January 2017 admission testing at Lowell
- Information submitted on the Lowell Application (extracurricular activities demonstrating leadership skills, extenuating circumstances, demonstrated ability to overcome hardship, and family information)
- An essay written at the applicant's current school in January 2017 (All schools with Lowell applicants will be given instructions for administering the essay requirement.)

➤ **WHAT about the Lowell Admission Test requirement?**

All applicants must take the Lowell Admission test on one of the four scheduled dates in January. For applicants who have taken the SBAC test in the Spring of 7th grade, the EPC will use the higher scores from the two tests for Lowell Admissions. Test dates are assigned automatically according to the applicant's last name

- Last Names between S – Z : Wednesday, January 4th
- Last Names between M – R : Thursday, January 5th
- Last Names between G – L : Friday, January 6th
- Last Names between A – F : Monday, January 9th
- There will be no confirmation letter sent. Applicants are expected to appear on their assigned date.
- Applicants who have an unavoidable conflict with their assigned date may contact the Educational Placement Center to request an alternate date. The office email is enrollingschool@sfusd.edu.
- Applicants must arrive by 6:00 p.m. at Lowell High School, 1101 Eucalyptus Ave, SF, 94132
- Students arriving late will not be permitted to take the test.
- The tests will be over by approx. 9:00 p.m.
- There is a 15 minute break in which refreshments are allowed but not provided
- Dictionaries and calculators will not be allowed. Pencils and paper will be provided.
- Usage of mobile phones during the test is prohibited and may result in disqualification. Phones and other smart devices will be collected at the start of the test and returned at the end.
- To be admitted to the test setting, all students must bring some form of picture identification. It is recommended, but not required that they also bring a copy of both applications.
- Parents/legal guardians who wish to receive their children's composite scores in March 2017, must indicate so on the Lowell application. The composite score is the point value derived from the applicants' grades and test score. Detailed individual test reports will not be provided.
- Students who receive test accommodations at their current school through an IEP, 504 plan or other documented school plan, must check the box on the application. Please attach the current IEP, 504 plan or other documentation.

➤ **WHAT is the San Francisco Residency requirement?**

- Applicants and their parent(s)/legal guardian(s) must be legally and physically residing in San Francisco at the time of application. They must continue to reside in San Francisco from that time and while the student is attending Lowell. No Interdistrict Permit requests will be considered for Lowell admission or continued enrollment if the student subsequently moves out of San Francisco.
- Additional documents may be required if (a) the name of the parent/legal guardian who signs the application does not appear in the district's records (current students) or on the student's verification of birth date (new students); (b) the applicant attends school outside of San Francisco; or (c) parents/legal guardians are residing in different addresses.
- Applications which are found to have fraudulent address information will be immediately cancelled and any resulting assignment retracted. A notation of any falsified information may be included in the student's permanent record file. Keep in mind that if the District must hire an investigator or expend other resources in order to scrutinize your residency claim further, the District will charge you for these expenses if it ultimately determines your claim is invalid. The District also reserves the right to seek additional civil and/or criminal legal remedies against families that submit fraudulent information.

➤ **For more information about the application process, contact the Educational Placement Center:** www.sfusd.edu/enroll, 655 De Haro Street 8a.m. - 4:30p.m., 415- 241-6085, or see the 2017-18 Enrollment Guide.

2017-2018 LOWELL HIGH SCHOOL 9TH GRADE APPLICATION

All applicants must submit a general SFUSD Enrollment Application with this Lowell Application

Student Name <small>Last</small> _____	First _____	M.I. _____
Date of Birth _____	Current School _____	
Stud ID# (for SFUSD students) _____	8 th grade counselor _____	

Extracurricular activities demonstrating leadership skills: (attach documentation; additional statements may be written on an attachment.) E.g., extracurricular activities that are related to charitable or community service (either in school or outside of school, including family responsibilities), visual & performing arts, athletics, school clubs and peer support/mentoring activities.

Extenuating circumstances: (attach documentation; additional statements may be written on an attachment.) Describe any circumstances meriting the belief that the applicant can do well at Lowell or that the applicant's grades or standardized test scores are not a true representation of ability (e.g., personal family crisis, death in family during period when GPA dropped).

Demonstrated ability to overcome hardship: (attach documentation; additional statements may be written on an attachment.) Describe circumstances reflecting student's drive and ambition to overcome hardship (e.g., discrimination, economic responsibility, non-special education learning consideration (i.e., 504 plan), homelessness).

Admission Test: All applicants must take the Lowell Admission test. Applicants are automatically assigned to a test date based on their Last Name as follows:

There will be no reminder notices sent. Student is expected to appear at Lowell by 6pm on the assigned date with a **picture I.D.**

Last Name begins with:	Assigned test date:	Last Name begins with:	Assigned test date:
S - Z →	Wednesday, Jan 4 th	G - L →	Friday, Jan 6 th
M - R →	Thursday, Jan 5 th	A - F →	Monday, Jan 9 th

- Student has an IEP, 504 plan or other school documentation and receives testing accommodations at his/her current school
- I wish to receive my child's composite score in March 2017.

Family Information

The Student now resides with:

- Both parents/legal guardians-single home
- Both parents/legal guardians-separate homes
- One parent/legal guardian
- Other: (name) _____
(relationship to student) _____

- Does your family live in Public Housing? yes no
- Does your family receive Section 8 assistance? yes no
- Does your family participate in Cal Works or other government assistance? yes no
- Is your family eligible for free/reduced lunch? yes no

Any other pertinent socio-economic information you wish to add.

I (parent/guardian print name) _____, swear under penalty of perjury that the information I have provided in this application is true. (Applications which are found to have a fraudulent address or other false information will be immediately cancelled and any resulting assignment retracted. A notation of any falsified information may be included in the student's permanent record file. Keep in mind that if the District must hire an investigator or expend other resources in order to scrutinize your residency claim further, the District will charge you for these expenses if it ultimately determines your claim is invalid. The District also reserves the right to seek additional civil and/or criminal legal remedies against families that submit fraudulent information.) Additionally, I have read and understand the Lowell residency requirement printed on the application instructions.

I know my test date! Student initials _____ Parent/Guardian Signature _____ Date _____

OFFICE USE ONLY

Submitted at	Taken by	Date	Circle assigned test date				DES Entered by	Date
			Jan 4 th	Jan 5 th	Jan 6 th	Jan 9 th		

White and Yellow: EPC

Golden Rod: Parent takes to new school of assignment

Pink: Parent Copy