

EDUCATIONAL PLACEMENT CENTER

555 Franklin Street, Room 100 San Francisco, CA 94102 office: 415-241-6085 fax: 415-241-6087 email: enrollingschool@sfusd.edu

**2018-2019 LOWELL HIGH SCHOOL ADMISSIONS GUIDELINES
(GRADES 10-12)**

Dear Applicant:

Thank you for your interest in applying for a transfer to Lowell High School for the 10th, 11th, or 12th grade.

Please carefully review the following information before completing your application. The application must be submitted **in person** by the applicant's parent or legal guardian to the Educational Placement Center at 555 Franklin Street, Room 100, between Monday, May 7th and Friday, June 22nd, 2018 (office hours are 8:00 AM to 4:30 PM). Applications submitted after June 22nd, 2018 will not be considered. Applications received by mail or fax will not be considered.

I. Admissions Criteria

For each semester, the best four grades in these five academic subjects: *English, Laboratory Science, Social Studies, Mathematics and Foreign Language*, as reflected in an official transcript, will be considered. No more than one course from each of the five academic subject areas will be considered. Courses completed in Summer School are not acceptable.

- A. English: Equivalent credit will be given to advanced ESL courses.
- B. Mathematics:
 1. Courses acceptable for 10th grade admission are pre-algebra or A courses; Algebra 1,2; Geometry 1,2; or College Preparatory Math (1 semester only).
 2. Courses acceptable for 11th grade admission are advanced Algebra 1,2; Geometry 1,2; or Trigonometry
- C. Twelfth grade applicants must have completed three years of English and Mathematics and two years of Foreign Language, Laboratory Science, and Social Studies (including Geography and U.S. History). They should be prepared to take College Preparatory Math or a more advanced course if admitted to Lowell.
- D. An A=8 points; B=6 points; C=4 points; D=2 points; and F=0 points. There is no extra weight given for honors, Advanced Placement, International Baccalaureate or college preparatory classes. Pluses and minuses are not factored in (for example: A+ and A- are equivalent to A).
- E. Acceptances are based on seat availability. Available seats are given to applicants with the highest number of points. A minimum of 60 points for each school year is needed to qualify.

II. Application Process

- A. Applications are available on the district's website, the Educational Placement Center and SFUSD high schools and must be submitted **in person** by the applicant's parent or legal guardian to:

Educational Placement Center
555 Franklin Street, Room 100
Office Hours: Monday through Friday, 8AM to 4:30 PM
- B. Dates for submitting applications: between Monday, May 7th and Friday, June 22nd, 2018.
- C. Transcripts:
 1. Applicants who are not currently attending a San Francisco public school or who are attending a SFUSD CHARTER School are responsible for requesting their official transcripts from their current schools for submission to the Education Placement Center (Attn: Ms Alana Ramirez) by Monday, July 2nd, 2018 (not June 22nd.) Transcripts do not need to be included with the application, but may be submitted separately by the later deadline. Transcripts must arrive sealed to be considered official. Transcripts may be mailed or emailed directly from the applicant's current school or be submitted in person with seal intact to the Educational Placement Center.
 - Tenth grade applicants: official transcripts for the fall and spring semesters of the 9th grade.
 - Eleventh grade applicants: official transcripts for the 9th and 10th grades.
 - Twelfth grade applicants: official transcripts for the 9th, 10th and 11th grades.
 2. Current SFUSD (except SFUSD Charter school) students do not need to submit their transcripts (the Educational Placement Center will obtain the transcripts from the District's Transcript Office.)

(continued on reverse)

D. Required Documentation

All Applicants:

1. Parent/Legal Guardian's Picture ID

For applicants who are not currently attending a San Francisco public school or who are attending a SFUSD CHARTER School, the following must accompany the application at the time of submission. (Current SFUSD students, may need proofs of address if District records are not up to date):

2. Each applicant must provide one (1) original document verifying date of birth and parental/guardian relationship. Either of the following items is acceptable:
 - Birth certificate
 - Hospital record
3. One (1) original current proofs of the home address of the parent/legal guardian. Verifications of home address must be dated and have the name and address of the parent/legal guardian on them. Verifications of home address must be any one of the following:
 - One utility bill from a utility agency such as PG&E, water, cable or garbage, dated within forty-five (45) days. **No cell phone bills will be accepted.**
 - Both current automobile registration and current auto insurance policy (count as [1] one proof)
 - Homeowner's or Renter's insurance policy (current)
 - Property tax statement (for 2017-2018)
 - Correspondence from a government agency dated within forty-five (45) days
 - Grant deed, title of property
 - Rental property contract, lease, or payment receipts dated within 45 days
 - Section 8 agreements, must be current
 - Pay stubs, dated within 45 days
 - Voter registration, must be current

E. Residency:

- Applicants and their parent(s)/legal guardian(s) must be 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.

F. If the parent/guardian has questions about documents that must be submitted with the application, he/she may contact Ms. Alana Ramirez at 241-6066 or ramireza@sfusd.edu before coming to the Educational Placement Center.

G. The Educational Placement Center will not accept or process:

- Late applications (applications submitted after June 22nd, 2018)
- Applications that are **mailed** either to Lowell or to the Educational Placement Center
- Applications submitted to Lowell or other schools
- Applications submitted without complete documentation: Applications of non-SFUSD students will only be processed if the required proofs of birth date and home address are submitted along with the application and by June 22nd, 2018. Non-SFUSD students' applications will not be processed if the Educational Placement Center does not receive the official transcripts by July 2nd, 2018 (postmark by July 2nd, 2018 OK)
- This will be the only application period for 10th – 12th grade admission to Lowell for the 2018-2019 school year.

H. Admission Notification: Notification letters will be mailed no later than July 27th, 2018. The first day of school is August 20th. Orientation is tentatively scheduled for August 13th or 14th. Admitted students will receive orientation information directly from Lowell.

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; 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.

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**2018-2019 LOWELL HIGH SCHOOL ADMISSIONS APPLICATION
(GRADES 10-12)**

Please read the attached two pages of instructions before completing this application.

Student Name	(Last) _____	(First) _____	(Middle) _____
Home Address	_____ Apt.# _____		Home Telephone _____
Date of Birth	_____	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
		Receiving Special Education Services?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach I.E.P.
			Grade Applying for 2018-2019 _____

Home Language Survey for Students Enrolling for the First Time in the SFUSD

Whenever the Home Language Survey indicates a language other than English, students are assessed and entitled to additional services. There are no pass/fail assessments. The results help parents identify appropriate program placement for their child. See Enrollment Handbook for more information.

What language did your child first learn when s/he began to talk? _____

What language do you use most frequently to speak to your child? _____

What language does your child use most frequently at home? _____

What language do the adults use most frequently at home? _____

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

Ethnicity – Is the student Hispanic or Latino? (Select only one) No, Not Hispanic or Latino Yes, Hispanic Latino

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 to be.

<input type="checkbox"/> American Indian/Alaskan	<input type="checkbox"/> Filipino	<input type="checkbox"/> Korean	<input type="checkbox"/> Samoan
<input type="checkbox"/> Asian Indian	<input type="checkbox"/> Guamanian	<input type="checkbox"/> Laotian	<input type="checkbox"/> Tahitian
<input type="checkbox"/> Black/African American	<input type="checkbox"/> Hawaiian	<input type="checkbox"/> Middle Eastern/Arabic	<input type="checkbox"/> Vietnamese
<input type="checkbox"/> Cambodian	<input type="checkbox"/> Hmong	<input type="checkbox"/> Other Asian	<input type="checkbox"/> White
<input type="checkbox"/> Chinese	<input type="checkbox"/> Japanese	<input type="checkbox"/> Other Pacific Islander	

Current School: _____	School Telephone _____
School Address: (required for non-SFUSD schools only)	
Street _____	City _____
	Zip _____

Parent/Legal Guardian 1	Primary Phone <input type="checkbox"/> cell? _____
	2nd Phone <input type="checkbox"/> cell? _____
Address:	
Street _____	Apt.# _____
	City _____
	Zip _____

Parent/Legal Guardian 2	Primary Phone <input type="checkbox"/> cell? _____
	2nd Phone <input type="checkbox"/> cell? _____
Address:	
Street _____	Apt.# _____
	City _____
	Zip _____

I 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.)

Parent/Guardian Name Printed _____	Parent/Guardian Signature _____	Date _____
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**SUBMIT APPLICATION IN PERSON TO THE EDUCATIONAL PLACEMENT CENTER BETWEEN:
Monday, May 7th and Friday, June 22nd, 2018
Office Hours: 8:00 AM – 4:30 PM**

FOR EDUCATIONAL PLACEMENT CENTER STAFF ONLY

HO#	Address Verified Y N	Birth Date Verified Y N	Taken by:	Date:
			Entered by:	Date:

White copy: EPC Canary copy: Applicant