

# 2018-2019 MAY PLACEMENT OPTIONS

Educational Placement Center  
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## MAY PLACEMENT PERIOD

May placements are dependent upon available openings after the March registration period that was completed in April. 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 you are applying for the first time in the May Placement Period, you will receive an assignment offer. If there is no space in any of your requested schools, your child will be offered a placement in the school closest to home where there are openings or will keep the assignment to the previous school or program. **You have until June 1<sup>st</sup> to register for this new assignment by going to the assigned school with a copy of the assignment letter.**

If you have participated in the March Placement Period, registered at the school in March or April, participated in this May Placement Period, and received a placement offer into one of your higher-choice schools, then your previous March assignment has been canceled. **You have until June 1<sup>st</sup> to register for this new assignment by going to the assigned school with a copy of the assignment letter.**

If the District is not able to offer you an assignment to any of your amended choice schools, you will not receive another assignment offer. If you registered at the assigned school from the March Placement Period, you will maintain that school assignment. No further action is required. If you **did not** register at the school offered during the March Placement Period, then your child's assignment has been canceled and he/she does not have a school assignment.

## Register and Confirm Your Assignment

**If you do not register by June 1<sup>st</sup> this assignment will be cancelled.**

**School begins on August 20<sup>st</sup>.** Students who do not attend within the first three days of school will be withdrawn. If you have enrolled but do not plan to attend, please notify the school or contact the Educational Placement Center.

## Cancel an assignment or application

**If you would like to cancel an enrollment application, wait pool application or school assignment for the new 2018-19 school year, please send an email to [enrollinschool@sfusd.edu](mailto:enrollinschool@sfusd.edu) with the student's name, date of birth, student ID number, and your request to cancel.**



## The Wait Pool Process

If you would like to continue to participate in the assignment process or would like to apply for a higher-choice school, you may submit a Wait Pool Form for ONE SCHOOL for the Waiting Pool Process by June 1<sup>st</sup>, 2018. This form is available at the EPC or on the District's website at [www.sfusd.edu/enroll](http://www.sfusd.edu/enroll).

Applications submitted for the Wait Pool process will stay active for all assignment runs conducted in June, August, and until the end of the enrollment process which ends on September 1, 2018. The Wait Pool process will be conducted in June through August, prior to the beginning of school, and continue throughout the first two weeks of school as openings occur.

**Any assignment offer to any wait pool school will be final and the process will end.** In other words, if you receive an assignment into the school listed on the Wait Pool Form, you may not apply for any other schools. **If you receive a Wait Pool assignment, any previous school assignment will be canceled.** There will be no opportunity to choose between the previous school and the Wait Pool assignment offer.

This Wait Pool request will remain active in all Wait Pool assignment runs. To cancel this request, please email the EPC by June 1, 2018 (first wait pool run), or August 17, 2018 (final run) at [enrollinschool@sfusd.edu](mailto:enrollinschool@sfusd.edu).

Once an assignment for the wait pool in August is offered, there will be no opportunity to return to the previous school.

## The Appeal Process

**Appeals for the Waiting Pool Process are due on June 1<sup>st</sup>, 2018.** Medical and Family Hardship Appeals are considered only for cases where the student's 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.

**If you have submitted a Medical or Family Hardship Appeal after the March Placement Period, please do not submit another appeal for the Waiting Pool Period UNLESS your circumstances have changed since the first appeal.**

The Appeals Committee is convened after the March and May placement periods 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. A school's capacity must be considered 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. Questions or additional documents regarding appeals can be directed 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 over-ride the decisions of the Appeals Committee.

Appeal forms can be obtained from the EPC or from the District's website and returned by the appropriate deadline in order to be reviewed.

Please see the SFUSD Enrollment Guide for more information on the appeals process.

Decisions made by the Medical and Family Hardship Appeals Committee are final and cannot be further appealed.

## Available Schools Assignment Period (ASAP)

The Available Schools Assignment Period begins on **June 27**. At that time, any student may be assigned immediately into a school with openings that does not have any waiting pool requests pending. Students who receive an assignment through the ASAP may still opt to submit a waiting pool request as long as the request is submitted by **August 17<sup>th</sup>** at the very latest.

## Additional Information

Updated information about program offerings, policy changes, transportation and other enrollment information can be found at [www.sfusd.edu/enroll](http://www.sfusd.edu/enroll) or come to the Educational Placement Center to meet with a placement counselor.

## Residency Requirements

Families must meet residency guidelines as explained in the SFUSD 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 must 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.