MARCH PLACEMENT OPTIONS

You have received a placement offer from the March Placement Period. If there was more demand than seats available at your requested schools, the appropriate tie-breaker process was utilized. See the Application, Placement and Enrollment Handbook for a description of the tie-breaker process. If placement could not be offered at your requested school(s), placement was offered to the school closest to home with openings.

After this initial offer, you have the opportunity to participate in any of the other placement periods to receive a higher choice school throughout the enrollment cycle.

March Placement Options Workshops
To receive more information about the post March Placement Options, please attend one of the following workshops:

- Thursday, March 24, 6-8 pm – Visitacion Valley Middle School, 450 Raymond Ave., 94134
- Saturday, March 26, 10 am – 12 noon, Marina Middle School, 3500 Fillmore St., 94123
- Friday, April 8, 6-8 pm – Everett Middle School, 450 Church St., 94114

Or come to see our Mobile Enrollment Bus on these dates at these locations:

- Tuesday, April 5, 10am-1pm – Sunnydale Boys Club, 1654 Sunnydale Ave.
- Thursday, April 7, 10am-1pm – Mission Cultural Center, 2868 Mission St.
- Wednesday, April 13, 10am-1pm – Foods Co., 345 Williams Ave.

We recommend that you register to secure enrollment at the school site by April 15th. If you accept a placement offer, you can still choose to seek a higher choice school during any placement period. If you do not register, the placement will be cancelled and the seat will be made available to other students. You will keep your initial assignment, if you have registered at the school, until a higher choice school can be offered. Registering at the school will not disadvantage you in the placement process. There is no priority for students who do not register at a school.

Amended Choices for May Placement Period
If you would like to participate in the May Placement Period, you must submit an Amended Choice Form by April 15th listing any number of more preferred schools than your initial offer for the May Placement Period. This form is available at the EPC or on the District's website at www.sfusd.edu/enroll.

Offers for the May Placement Period will be mailed out on May 13th. You will be notified if an assignment can be offered to one of your amended choices. There will also be a final placement period in August. Parents must submit an Amended Choice Form for every placement period in which they would like to participate.

The Appeals Process
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.

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 at the appropriate deadline in order to be reviewed.
Medical Appeals
Students with a serious medical condition that cannot be accommodated at the assigned school can file a medical appeal. Medical appeals must be related only to a student’s medical condition and not those of parent or other family members. Problems that are common to large numbers of students such as motion sickness or asthma, do not constitute a medical hardship.

Medical appeals will only be considered for students who have a serious, documented medical condition and where their medical needs cannot be met at the assigned school. All of the following information must be provided:
1. A completed and signed “Medical and Family Hardship Appeals” application form
2. A completed and signed “Medical Provider’s Verification Form” that contains documentation by a licensed physician of the student’s current, existing medical condition and special need(s). This shall include specific information regarding necessary conditions, programs and restrictions that impact the student’s ability to attend his/her assigned school.

Family Hardship Appeals
Parents/guardians may file a Family Hardship Appeal if they can demonstrate that they have a unique hardship that cannot be met at the assigned school. Such hardships may be the result of a unique family situation. Extenuating circumstances can only be considered for family members living in the same house as the student.

Problems that are common to large numbers of families do not constitute a unique family hardship. The Appeals Committee will not consider appeals solely based on issues such as transportation, proximity, convenience and curricular program offerings at schools.

Permanent, full-time school district staff, who live in San Francisco and who wish to have their child attend the school where they currently work for at least three years, may submit and be granted an appeal.

Family Hardship appeals will only be considered if all of the following information is provided:
1. A completed and signed “Medical and Family Hardship Appeals Application Form.”
2. A completed and signed “Medical Provider Verification” form if the family hardship is based on a medical condition of a parent/guardian
3. Two proofs of address for all parties mentioned as part of the Family Hardship Appeal. Any two of the following documents are acceptable: utility bill dated with 45 days, auto insurance policy, homeowner’s/renter’s insurance policy, property tax statement, letter from a social services/governmental agency dated within 45 days
4. Other supporting documents or statements

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

Residency Requirements
Families must meet residency guidelines as explained on pages 11-13 in the Application, Placement and Enrollment Handbook. 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 shall 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.

TDAP Booster Shot Information
A new California school immunization law, called AB 354, requires ALL students entering 7th through 12th grades for the 2011-2012 school year to show proof of a whooping cough (pertussis) booster shot, called Tdap, before entering school in the fall. If your child has received the booster shot, simply bring a copy of the vaccine record (from your child’s doctor) to school now so it can be recorded. If your child has NOT received the booster, bring your child to his/her health care provider for the Tdap vaccine and bring proof of the vaccine to the school. You may call either 311 or 800-300-9950 for assistance with finding a doctor or clinic.

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