What you need to know about the 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 Application, Placement and Enrollment Handbook for a description of the tie-breaker process.

FIRST TIME APPLICANTS

First time applicants for 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.

You have until May 31 to return the tear-off sheet to the Educational Placement Center or to any of the locations below to accept and confirm this placement offer.

Do not go to the school to register as schools are in the process of closing for the school year.

AMENDED CHOICES APPLICANTS

Participated in the March Placement Period

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 May 31 to return the tear-off sheet to the Educational Placement Center or to any of the locations below to accept and confirm the new placement offer. Do not go to the school to register as schools are in the process of closing for the school year.

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

You have until May 31 to accept this May Placement assignment. Do not go to the school site. You must return the tear-off portion of the letter in person at any of these times or locations:

• Tuesday, May 24, from 2-5 pm, at Sunset Elementary School, 1920 – 41st Avenue
• Thursday, May 26, from 2-5 pm, at McKinley Elementary School, 1025 – 14th Street
• Monday-Friday, 8am-4:30 pm, at the Educational Placement Center, 555 Franklin Street, Room 100
• Or you may e-mail a response to EnrollinSchool@sfusd.edu. You may scan a signed copy of the tear-off or indicate your response in your message by including your child’s name, birthday, student ID number (indicated on the letter with HO#), and the parent name.

If you do not register by May 31, this assignment will be cancelled. Please also note that you will need to go to the school from August 8-12 to complete your enrollment. Please bring the documents indicated on the assignment letter to the school at that time.

School begins on August 15th. 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.

May 31: Last day to accept May Placement offer
The Appeals Process

 Appeals for the August Placement Period are due on May 31, 2011. 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, it is not recommended that you submit another appeal for the August Placement 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 at the appropriate deadline in order to be reviewed. Please see the Application, Placement and Enrollment Handbook for more information on the appeals process.

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 Educational 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.

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.

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