SOTA Application Instructions – For 2011-2012

Thank you for your interest in the Ruth Asawa San Francisco School of the Arts high school (SOTA). For your application to be processed, it is important that you read these instructions and follow them carefully as some of the procedures have changed.

Students with a passionate interest in the arts are encouraged to apply to SOTA. If a student is not accepted at the first audition, applications are kept on file and some students are invited to re-audition. We do not offer individual evaluations of the auditions because of fairness issues. We know how much work it takes to prepare for the audition, and appreciate the patience and understanding of parents/guardians and students as they go through this exhilarating, frustrating and sometimes disappointing experience.

The completion of the SOTA Enrollment Packet is the First Step in applying to SOTA:

1. SOTA application packets are available at SOTA, or on-line at www.sfsota.org under the Admissions tab.
2. When completed, please hand-deliver the following items directly to SOTA at 555 Portola Drive:
   a. Application Form
   b. Essay telling us about yourself, your interests, your arts background, and why you would like to attend SOTA
   c. Required: arts teacher recommendation form; optional: academic teacher recommendation form
   d. A copy of your most-recent report card
3. The application period starts Monday, November 1 and ends Friday, December 3 at 3:00 PM.
4. After all applications have been received and reviewed, letters with the audition dates and times will be mailed to all applicants by December 17. Auditions for the 2011-2012 school year have been set for Saturday, January 8 and Saturday, March 5. Please contact admissions@sfsota-pta.org if you have questions.

Submitting the Enrollment Application to the SFUSD is the Second Step in applying to SOTA:

1. The Enrollment Application for SFUSD schools must be completed as well. Forms are available at the SFUSD offices at 555 Franklin Street, at SOTA, and at any SFUSD/public school throughout San Francisco. Please call Alana Ramirez, EPC Enrollment Coordinator at 415/241-6513 if you have any questions about the SFUSD application procedure.

Applicants residing outside of San Francisco will need to have an Interdistrict Permit 1) approved by the school district of the parent’s/guardian’s legal residence and 2) also approved by the SFUSD. Placements for out-of-district students will not be finalized until the summer of 2011. Check the SFUSD website www.sfusd.edu for information and instructions. Proof of residency, birth certificates and other identifying information may be required more than once during this process.

Preparing for and attending an audition is the Third Step in Applying to SOTA:

- Review and follow the audition requirements for your particular arts area
- SOTA will have two audition days: January 8 and March 5
- Students may only audition for one discipline on any given audition date; if you do not pass the first audition, you may be asked to re-audition, or may audition for another department through written request to admissions@sfsota-pta.org
- If you have a scheduling conflict, please make a notation on your application and we will try to accommodate you
- Admission to some arts disciplines may close following the first round of auditions, so students should prepare for the January audition date. If the January date is full, overflow applicants and reauditioners will be scheduled for the March audition. Letter with audition results will be mailed within three (3) weeks after the audition date.
- Please make sure to submit your application packets and portfolios (for Creative Writing and Visual Arts only) as soon as possible after November 1
- Plan to attend at least one performance relevant to your chosen arts discipline (a suggested listing of events is attached)