San Francisco Unified School District
Educational Placement Center
555 Franklin Street, Room 100, 415-241-6085 www.sfusd.edu

Enrollment Application for School Year 2009-2010

➢ **WHO needs to complete an enrollment application?**
▪ Students new to SFUSD (entering Kindergarten students, students coming to SFUSD from other districts, students coming to SFUSD from private schools, students coming to SFUSD from charter schools).
▪ Students in transitional grades (5th grade applying for 6th grade, except 5th graders in a K-8 school, and 8th grade applying for 9th grade, except 8th graders in a 6-12 school).
▪ Students who want to transfer from one SFUSD school to another SFUSD school.

Note: to be eligible to enroll for the 2009-2010 school year, kindergarten students must have been born on or before December 2, 2004.

➢ **WHAT documentation is needed when my application is turned in?**
▪ For students new to SFUSD and those who have recently moved – proof of birthdate and two proofs of home address.
▪ For students currently attending an SFUSD school – two proofs of home address if they have recently moved.

For verification of **birthdate**, you need to provide the original of one of the following:
▪ birth certificate
▪ hospital record
▪ passport

If the document does not contain the parent/guardian name, additional guardianship verification is required.

For verification of **home address**, you need to provide **two** *current* originals that include the name and address of the parent/guardian. Any **two** of the following documents are acceptable:
▪ valid CA Driver's License
▪ a utility bill dated within ninety (90) days
▪ automobile insurance policy
▪ homeowner's or renter's insurance policy
▪ property tax statement
▪ current lease
▪ letter from a social services or governmental agency within ninety (90) days

➢ **WHERE can I turn in my completed application?**
▪ You can turn in your completed application form to the Educational Placement Center, 555 Franklin Street, Room 100.
▪ Kindergartners who have an older sibling currently attending an SFUSD elementary school can drop off their application at their older sibling's SFUSD elementary school.
▪ 5th and 8th graders who currently attend an SFUSD school can turn in their enrollment application to their current SFUSD school.

➢ **WHEN are the applications due, WHEN will I be notified about what school my child will attend, and WHEN must I respond to the assignment offer?**

ROUND ONE: APPLICATIONS TURNED IN FROM NOVEMBER 10, 2008 TO JANUARY 9, 2009
Parents/guardians who turn in an application during this time will receive a school assignment letter after **March 13, 2009** and they must enroll their children at their assigned school by **March 27, 2009** or the school offer will be cancelled. For the best chance of receiving a school of choice, apply in Round One.

ROUND TWO: APPLICATIONS TURNED IN FROM JANUARY 10, 2009 TO MARCH 27, 2009
Parents/guardians who turn in an application during this time will receive a school assignment letter after **May 1, 2009** and they must enroll their children at their assigned school by **May 15, 2009** or the school offer will be cancelled.

➢ **HOW can I learn more about SFUSD schools?**
▪ Look through the Enrollment Guide
▪ Visit schools and attend their school tours
▪ Visit the Educational Placement Center (555 Franklin Street, Room 100) and the SFUSD website (www.sfusd.edu)
▪ Contact parent organizations (Office of School/Family Partnerships: 241-6185, Parents for Public Schools: 468-7077, PTA: 241-6048)

➢ **10 Steps to Completing Your Application Form**
Check the box when you have completed the step.

☐ 1. Complete ALL sections of the application form. Applications cannot be processed until you provide all the requested information. Incomplete applications turned in by the deadline cannot be processed as on-time applications.
☐ 2. Fill in the school name, school number, and program for the schools you would like the student to attend. Using the school list on the back of this page, list up to seven (7) choices in order of preference. You are strongly encouraged to list multiple schools; selecting a higher number of schools will increase the likelihood of receiving a requested assignment. You may apply to more than one program at a school by placing each program on a separate line. If you are not offered an assignment to any of your choices, the District will give you an assignment to a school with openings.
☐ 3. If you have a younger child who wants to attend the same school as their older sibling, list the older sibling's school as a first choice and write the older sibling's name, school, grade, and birthdate in the "Choices" section of the application form.
☐ 4. Sign the application form. Applications cannot be processed until they are signed by the parent/guardian. It is very important that the information collected on the enrollment application is accurate. Signing the application form assures SFUSD that information provided is true. Providing false information will render the application invalid and will result in your child being removed from a school.
☐ 5. Collect the original documents you need to turn in with your application form (i.e. proof of address and proof of birth). See guidelines above.
☐ 6. Turn in your completed application form along with **two** proofs of address and one proof of birth.
☐ 7. Be sure to receive and keep the pink copy of the application form for your records after it has been initialed and dated as received.
☐ 8. Make an appointment for a language test if your child has a home language other than English and/or if you are requesting placement in an immersion program. Appointments can be made by phoning 415-241-6085 or visiting EPC at 555 Franklin Street, Room 100.
☐ 9. Enroll your child at their assigned school by the date listed on your assignment letter or the school offer will be cancelled.
☐ 10. Bring your child's immunization records to their school of assignment when you go to enroll your child if he/she is new to SFUSD.

2009-2010 SFUSD SCHOOL LIST

ELEMENTARY SCHOOLS	Sch #	Program		
ALAMO	413	GEN [K-05]		
ALVARADO	420	GEN [K-05]	ImmS [K-05]*	
ARGONNE	435	GEN [K-05]		
BROWN, WILLIE L. JR.	858	GEN [04-08]		
BRYANT	456	GEN [K-05]	Spn [K-03]	
BUENA VISTA	461	ImmS [K-05]*		
CARVER, GEORGE W.	625	GEN [K-05]		
CHAVEZ, CESAR	603	GEN [K-05]	Spn [K-05]	
CHIN, JOHN YEHALL	872	GEN [K-05]	Chn [K-03]	
CLARENDON	478	GEN [K-05]	JBBP [K-05]	
CLEVELAND	481	GEN [K-05]	Spn [K-05]	
COBB, DR. WILLIAM L.	525	GEN [K-05]		
DREW, DR. CHARLES R.	507	GEN [K-03]		
EL DORADO	521	GEN [K-05]		
FAIRMOUNT	537	GEN [03-05]	ImmS [K-05]*	
FEINSTEIN, DIANNE	539	GEN [K-05]		
FLYNN, LEONARD R.	680	GEN [K-05]	ImmS [K-05]*	
GARFIELD	562	GEN [K-05]	Chn [K-03]	
GLEN PARK	575	GEN [K-05]	Spn [K-03]	
GRATTAN	589	GEN [K-05]		
GUADALUPE	593	GEN [K-05]	Spn [K-02]	
HARTE, BRET	453	GEN [K-05]	Spn [K-03]	
HILLCREST	614	GEN [K-05]	Spn [K-05] Chn [K]	
JEFFERSON	644	GEN [K-05]		
KEY, FRANCIS SCOTT	544	GEN [K-05]		
KING, STARR	838	GEN [K-05]	Spn [K-05] ImmM [K-3]*	
LAFAYETTE	664	GEN [K-05]		
LAKESHORE	670	GEN [K-05]		
LAU, GORDON J.	490	GEN [K-05]	Chn [K-05] Spn [K-05]	
LONGFELLOW	691	GEN [K-05]	Spn [K-03]	
MALCOLM X	830	GEN [K-05]		
MARSHALL	714	ImmS [K-05]*		
MCCOPPIN, FRANK	549	GEN [K-05]	Chn [K-05]	
MCKINLEY	718	GEN [K-05]		
MILK, HARVEY	505	GEN [K-05]		
MIRALOMA	722	GEN [K-05]		
MONROE	729	GEN [K-05]	Chn [K-05] ImmS [K-05]*	
MOSCONE, GEORGE R.	723	GEN [K-05]	Chn [K-03] Spn [K-03]	
MUIR, JOHN	650	GEN [K-05]	Spn [K-05]	
NEW TRADITIONS	735	GEN [K-05]		
ORTEGA, JOSE	746	GEN [K-05]	Chn [K-03] ImmM [K-02]*	
PARKER, JEAN	638	GEN [K-05]	Chn [K-03]	
PARKS, ROSA	786	GEN [K-05]	JBBP [K-05]	
PEABODY, GEORGE	569	GEN [K-05]		
REDDING	790	GEN [K-05]		
SANCHEZ	816	GEN [K-05]	Spn [K-05]	
SERRA, JUNIPERO	656	GEN [K-05]	Spn [K-03]	
SHERIDAN	820	GEN [K-05]		
SHERMAN	823	GEN [K-05]	Chn [K-03]	
SLOAT, COMMODORE	488	GEN [K-05]		
SPRING VALLEY	834	GEN [K-05]	Chn [K-03] Spn [K-03]	
STEVENSON, ROBERT L.	782	GEN [K-05]		
SUNNYSIDE	842	GEN [K-05]		
SUNSET	750	GEN [K-05]		
SUTRO	848	GEN [K-05]	Chn [K-05]	
TAYLOR, E.R.	513	GEN [K-05]	Chn [K-03] Spn [K-05]	
TENDERLOIN	859	GEN [K-05]		
ULLOA	862	GEN [K-05]	Chn [K-03]	
VISITACION VALLEY	867	GEN [K-05]	Chn [K-05]	
WEBSTER, DANIEL	497	GEN [K-05]	ImmS [K-01]* Spn [02-05]	
WEST PORTAL	876	GEN [K-05]	ImmC [K-05]*	
YICK WO	801	GEN [K-05]		

K-8 SCHOOLS	Sch #	Program		
ALICE FONG YU (K8)	485	ImmC [K-08]*		
CARMICHAEL, BESSIE (K8)	449	GEN [K-08]	Fil [K-05] Spn [K-03]	
CLAIRE LILIENTHAL (K8)	479	GEN [K-08]	ImmK [K-05]*	
LAWTON (K8)	676	GEN [K-08]		
REVERE, PAUL (K8)	760	GEN [K-08]	Spn [05] ImmS [K-04]*	
ROOFTOP (K8)	796	GEN [K-08]		
S. F. COMMUNITY(K8)	493	GEN [K-08]		

MIDDLE SCHOOLS	Sch #	Program	
APTOS	431	GEN [06-08]	
BROWN, WILLIE L. JR.	858	GEN [04-08]	
DENMAN, JAMES	632	GEN [06-08]	
EVERETT	529	GEN [06-08]	
FRANCISCO	546	GEN [06-08]	Chn [06-08]
GIANNINI, A.P.	404	GEN [06-08]	
HOOVER, HERBERT	607	GEN [06-08]	ImmC [06-08]* ImmS [06-08]*
INTERNATIONAL STUDIES	624	GEN [06-12]	
KING, DR. MARTIN L. JR.	710	GEN [06-08]	
LICK, JAMES	634	GEN [06-08]	ImmS [06-08]*
MANN, HORACE	618	GEN [06-08]	Spn [06-08]
MARINA	708	GEN [06-08]	ImmC [06-08]*
PRESIDIO	778	GEN [06-08]	
ROOSEVELT, THEODORE	797	GEN [06-08]	
VISITACION VALLEY	868	GEN [06-08]	

HIGH SCHOOLS	Sch #	Program	
ACADEMY OF ARTS & SCIENCES @ SOTA	832	GEN [09-12]	
BALBOA	439	GEN [09-12]	
BURTON, PHILLIP & SALA	764	GEN [09-12]	
GALILEO	559	GEN [09-12]	ImmC [09-12]* Chn [09-12]
INTERNATIONAL STUDIES	624	GEN [06-12]	
JUNE JORDAN	757	GEN [09-12]	
LINCOLN, ABRAHAM	405	GEN [09-12]	Chn [09-12]
LOWELL **	697	GEN [09-12]	
MARSHALL, THURGOOD	853	GEN [09-12]	
MISSION	725	GEN [09-12]	ImmS [09]*
O'CONNELL, JOHN	651	GEN [09-12]	
S.F. INTERNATIONAL	621	GEN [09]	
SCHOOL OF THE ARTS (SOTA)	815	GEN [09-12]	
WALLENBERG, RAOUL	785	GEN [09-12]	
WASHINGTON, GEORGE	571	GEN [09-12]	

NEWCOMER SCHOOLS	Sch #	Program	
CHINESE ED CENTER	476	NewC [03-05]	
MISSION ED CENTER	724	NewS [03-05]	
EVERETT	529	NewS [06-08]	
FRANCISCO	546	NewC [06-08]	
VISITACION VALLEY	868	New [06-08]	
NEWCOMER	738	New [09-11]	NewC [09-11] NewS [09-11]

KEY TO PROGRAM ABBREVIATIONS

Gen	General Program
Chn	Chinese Biliteracy Pathway
Fil	Filipino Biliteracy Pathway
ImmC	Immersion / Cantonese Pathway
ImmK	Immersion / Korean Pathway
ImmM	Immersion / Mandarin Pathway
ImmS	Immersion / Spanish Pathway
JBBP	Japanese Enrichment
New	Newcomer / All Languages Pathway
NewC	Newcomer / Chinese Pathway
NewS	Newcomer / Spanish Pathway
Spn	Spanish Biliteracy Pathway

MAKING YOUR CHOICES: (1) Find the schools and programs you prefer in the school list. (2) Check the "Key to Program Abbreviations" (above) to see the full name of each program. (3) Refer to the example below to see how to correctly enter your school choices on the application.

Choice	School Name	School #	Program
1.	Lick	634	IMMS
2.	Lick	634	GEN
3.	Francisco	546	GEN
4.	Denman	632	GEN
5.	Visitacion Valley	868	GEN
6.	Marina	708	GEN
7.	Aptos	431	GEN

*Students who request a two-way immersion program** need to complete a language proficiency test before their application can be processed. See the Enrollment Guide for more information. Intensive English is offered in all schools.

**Students requesting 9th grade Lowell must also submit a Lowell application by December 12, 2008. 10th-12th grade applications will be available in May 2009.

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San Francisco Unified School District
Enrollment Application for School Year 2009-2010
Educational Placement Center, 555 Franklin Street, Room 100, SF, CA 94102 Tel: 415-241-6085 Fax: 415-241-6087 www.sfusd.edu

FAMILY INFORMATION (please print clearly)

Student's Name: _____ (Last) _____ (First) _____ (Middle)

Parent/Guardian: _____ (Last) _____ (First) _____ (Middle)

Home Address: _____ (Street) _____ (Apartment) _____ (Cross Street)

City/Zip: _____ (City) _____ (Zip)

Phone #s: _____ (Home) _____ (Work) _____ (Cell)

2ND Parent/Guardian: _____ (Last) _____ (First) _____ (Middle)

Home Address: _____ (Street) _____ (Apartment) _____ (City) _____ (Zip)

Phone #s: _____ (Home) _____ (Work) _____ (Cell)

Emergency contact: _____ (Last) _____ (First) _____ (Middle)

Phone #s: _____ (Home) _____ (Work) _____ (Cell)

Does your family live in Public Housing? YES ☐ NO ☐   Does your family participate in Cal Works? YES ☐ NO ☐

Does your family receive Section 8 assistance? YES ☐ NO ☐   Is your family eligible for free/reduced lunch? YES ☐ NO ☐

Parent Education Level: *Check appropriate box for both parents. This is used for state & federal reporting purposes; it will not affect placement decisions.*

Mother: ☐ Some High School ☐ High School Graduate ☐ Some College ☐ College Graduate ☐ Graduate School (e.g. Masters, Ph.D., etc.)

Father: ☐ Some High School ☐ High School Graduate ☐ Some College ☐ College Graduate ☐ Graduate School (e.g. Masters, Ph.D., etc.)

High school applicants: Do you want SFUSD to release your child's name, address and telephone number to military recruiters? YES ☐ NO ☐

STUDENT INFORMATION (please print clearly)

Student is applying for grade ☐ for the 2009-2010 school year.   Gender: Male ☐ Female ☐

City & State of Birth: _____   Birthdate: ___ (Month) ___ (Day) ___ (Year)

Country of Birth: _____ If born outside US, when did student enter US? ___ (Month) ___ (Day) ___ (Year)

Has student attended school in US? YES ☐ NO ☐ If yes, what grades? ___ (From grade) ___ (To grade) Last date attended: ___ (Month) ___ (Year)

Current or last school (including pre-school) _____ (School) _____ (School City/State)

Special Needs *If you answer YES to any question, please attach an IEP and/or written description of the special needs.*

Is the student currently receiving special education services? YES ☐ NO ☐

Does the student have health conditions that may affect educational needs? YES ☐ NO ☐

Is the student vision impaired? YES ☐ NO ☐

Is the student hearing impaired? YES ☐ NO ☐

Is the student mobility impaired? YES ☐ NO ☐

Is the student in a wheelchair? YES ☐ NO ☐

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

Mark "1" next to the student's primary ethnicity and mark an "x" next to each additional ethnicity the student identifies with.

☐ American Indian or Alaska Native ☐ Cambodian ☐ Guamanian ☐ Japanese ☐ Middle Eastern/Arabic ☐ Samoan ☐ White

☐ Asian Indian ☐ Chinese ☐ Hawaiian ☐ Korean ☐ Other Asian ☐ Tahitian ☐ Decline to State

☐ Black or African American ☐ Filipino ☐ Hispanic or Latino ☐ Laotian ☐ Other Pacific Islanders ☐ Vietnamese

Home Language Survey *Students with a language other than English as reported by parents in response to the four questions below are required by state law to take the CELDT to assess English proficiency, as well as an assessment of proficiency in their home language. 50% of the immersion space at kindergarten and grade 1 is reserved for students who demonstrate proficiency in the immersion target language. See Enrollment Guide 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? _____

ENTER YOUR CHOICES   *It is recommended that you request 7 different schools to increase your chance of getting one of your choices.*

Because each school has space limitations and may have more applications than seats available, there is no guarantee that you will get an offer of assignment to one of the schools you list below. Residing near a school or requesting it as a choice does not guarantee placement to that school.

CHOICE	SCHOOL NAME	SCHOOL #	PROGRAM
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Are you a permanent full time District employee working at the first choice school? YES ☐ NO ☐

My child has a twin (or triplet) applying for the same schools. YES ☐ NO ☐

Does an older sibling living at the same address attend your first choice school? YES ☐ NO ☐

If YES, provide additional information about the older sibling in the space provided below.

Younger siblings can receive priority to the school his/her older sibling is currently attending if: (1) the older sibling will also be attending that school next year; and (2) the parent lists the older sibling's school as a first choice. Offers are based upon availability so priority does not guarantee placement.

Older sibling's name: _____ (Last) _____ (First)   Older sibling's Birthdate: ___ (Month) ___ (Day) ___ (Year)

Older sibling's school: _____   Older sibling's 2009-2010 Grade: ___

I (print name) _____, swear or affirm that the information I have provided in this application is true. (Applications which are found to have fraudulent address information will be immediately cancelled and any resulting assignment retracted. 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.)

_____   _____

Parent/Guardian Signature *(applications cannot be processed unless they are signed)*   **Date**

OFFICE USE ONLY

Submitted at/Taken by	Date	Proof of Address # 1	Proof of Address #2	Proof of Birth	Language Proficiency & Date	HO #	DES Entered by	Date

White and Yellow: EPC attach TWO PROOFS of ADDRESS and PROOF of BIRTHDATE   Golden Rod: Parent takes to new school of assignment   Pink: Parent Copy

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