

Steps to Elementary School Enrollment

STEP 1: Explore your options.

- Find the schools in your attendance zone – Online or at the Admissions Office (*LeConte Elementary School offers a district-wide Two Way Immersion program.*)
- Sign-up to visit the schools of interest by calling the school (November-January)
- Attend the Information Fair for Kindergarten and New Families – Sunday, December 2, 2012
- Visit Information Nights at schools of interest (see list at left)
- Indicate your desired schools in order of preference on Parent Preference Form

STEP 2: Submit your application in person on or before Friday, February 1, 2013.

Remember to bring:

- Parent Preference Form
- Proof of Birth – Original Birth Certificate
- Three Proofs of Berkeley Residency — Find more details online or from the Admissions Office

STEP 3: Receive your school assignment by mail mid-March.

Mailing includes information required to move on to Step 4.

STEP 4: Register at your assigned school.

Remember to bring:

- Proof of immunization
- Copy of latest report card, transcript or some kind of grade proof (if entering 2nd–5th grade)

Students entering Kindergarten and first grade must also bring the following:

- A California Health and Disability Prevention (CHPD) form signed by a physician
- An Oral Health Assessment form signed by a dental professional

For more information on how to enroll and register for a Berkeley Public School, visit our website: www.berkeley.net or call 644-6504 or visit our Admissions Office at 2020 Bonar Street (at University Ave.).

Submit your application on or before Friday, February 1, 2013.