

## 2. Student Admissions

### 2.1 The Enrollment Process

The BUSD Admissions Office handles all student enrollment and assignment for grades K-12. Outlined below is the enrollment process.

#### Continuing Students:

Berkeley residents who are presently attending an elementary or middle school will automatically be able to remain at their current school. Students wishing to change schools must fill out a Parent Preference Form indicating their first, second and third choice of schools for the next year. If space is not available at any of their choices, they will remain at their current school. Current fifth graders at all schools must fill out a preference form indicating their choices of middle school and must re-submit proofs of residency in January. All continuing students matriculating from 5<sup>th</sup> to 6<sup>th</sup> grade and from 8<sup>th</sup> to 9<sup>th</sup> grade must be re-enrolled, including verification of residency in Berkeley. Re-enrollment occurs during the winter; re-enrollment packets are mailed to all applicable families.

#### New Students:

Parents of students who are entering Berkeley's schools must fill out an enrollment form and list their preferences for schools. Along with the enrollment form, parents must submit the student's birth certificate and Berkeley residency documentation.

Documentation includes providing personal identification by providing an original of a current governmental identification (ID) card, as well as a declaration of Berkeley residency and proofs of Berkeley residency. The acceptable current proofs of Berkeley residency are documents imprinted with the name and current Berkeley address of the parent/legal guardian. The parent/legal guardian must provide one (1) original item from each of the following three (3) groups of documentation.

#### **Group A: Utility Bill** (Entire bill issued within the last two months)

- PG&E, Landline phone (non-cellular), EBMUD, Internet, Cable

#### **Group B: Residency Documentation**

- Current bank statement issued within the last two months (checking or savings only)
  - Action letter from Social Services or government agency issued within the last two months (cannot be property or business).
  - Recent paycheck stub or letter from employer on official company letterhead confirming residency address issued within the last two months.
  - Valid automobile registration in combination with valid automobile insurance
  - Voter registration for the most recent past election for the most recent upcoming election

#### **Group C: Renter or Homeowner Documentation**

- Rental property contract or lease, with payment receipt (within 45 days)
- Renter's insurance policy or homeowner's insurance policy for the current year
- Current property tax statement or property deed

Students transferring from another district must also submit a report card or transcript from the student's previous school. Depending on the

circumstances, at times it may be necessary to conduct residency verifications to ascertain the student's domicile.

#### Non-Resident Students:

Students who are not Berkeley residents may request enrollment in Berkeley schools on an inter-district permit, if approved by the school district where they live and by BUSD. Inter-district permits must be renewed each year. No student attending on an inter-district permit will be placed until the permit renewal is received. Students who are on an inter-district permit must meet the district's standards for attendance, academics, and discipline records. Inter-district transfers are given only on a space available basis, with permission of home district. Under Berkeley's enrollment system, priority for enrollment is given to all Berkeley residents before inter-district students are admitted.

### 2.2 Enrollment Priorities

Under state law, parents may request any school in the district; however, first priority will be given to families who live in the school's attendance zone. Students are admitted to their preferred school in accordance with six district-established priorities:

**Priority One:** Berkeley residents currently attending the school and living in that attendance zone.

**Priority Two:** Berkeley residents currently attending the school and living out of the attendance zone.

**Priority Three:** Berkeley residents who are siblings of any student currently in attendance on the basis of priority one or two above, and who will continue to be in attendance for the next school year. Where space is limited, in any given grade level at any given school, all siblings of priority one students will be taken before any siblings of priority two students.

**Priority Four:** Berkeley residents not currently attending the school and who live in the attendance zone.

**Priority Five:** Berkeley residents not currently attending the school and who live outside of the attendance zone, and BUSD employees who do not reside in Berkeley.

**Priority Six:** Non-Berkeley residents requesting inter-district transfers.

#### Lottery

When there are more applicants than space at a given school, the district will fill those spaces through a random computer selection – a lottery – of those applicants. The BUSD School Assignment Plan makes use of a diversity map which scores addresses according to a mix of socio-economic factors (parent income and parent education level) and ethnicity in order to balance a diverse student body for each school. The same system is used for assignment to learning communities at the high school - beginning with student preference and balancing by lottery. For further information, please call Admissions Manager, Francisco Martinez at 644-6504.