



Berkeley Unified School District

2020 Bonar Street, Berkeley, CA 94702
 (510) 644-6210 Fax: (510) 644-6211
 www.berkeleyschools.net

SPECIAL EDUCATION
 Lisa Graham, Director

Program Administrators:
 Susannah Bell Fishman
 Stephanie Dictado
 Flor Anne Palma
 Lena Sweeney
 Melody Royal

SPECIAL EDUCATION INTAKE REFERRAL PROCEDURES

1. Residency verification is to be completed in person through the BUSD Admissions department

2020 Bonar St. Suite 108 Berkeley, CA 94702
 (510) 644-6504 Fax: (510) 644-7753
admissions@berkeley.net

- Parent Preference form (obtained from the admissions office or printed on legal size paper from the website)
- Student's original birth certificate
- Student's recent original report card or transcript
- Parent's original, valid governmental picture identification card (i.e. CA ID or CA DL)
- Declaration of residency (BUSD form)
- Proofs of Berkeley residency (must submit one from each of the three groups listed below)

All Proofs must be current originals (issued within the last 2 months) imprinted with the name and current Berkeley residential address of the parent/legal guardian. A student can only have **one** residency for purposes of establishing residency. Only personal accounts will be accepted (No care of, DBA or Business accounts).

Group A	Group B	Group C
Utility Bill (Must provide entire bill) <ul style="list-style-type: none"> — PG&E — Landline phone (non-cellular) — EBMUD — Internet — Cable 	<ul style="list-style-type: none"> — Current bank statement (checking or savings only) — Action letter from Social Services or government agency (cannot be property or business) — Recent paycheck stub or letter from employer on official company letterhead confirming residency address — Valid automobile registration in combination with valid automobile insurance — Voter registration for the most recent past election or the most recent or upcoming election 	<ul style="list-style-type: none"> — Rental property contract or lease with payment receipt (dated within 45 days) — Renter's insurance or homeowner's insurance policy for the current year — Current property tax statement or property deed

All of the following must be submitted to the Special Education office for referral consideration:

2. Parent Preference form (obtained from the Admissions office)
3. Student Referral form (to be completed by parent/guardian, teacher or referring agency)
4. Permission to Exchange Information (separate forms for each agency involved with the student)
5. Parent Identification (i.e. CA driver license or ID card; passport; military ID, etc.) Court documentation for any child who is a ward of the court or residing with a foster parent or other legal guardian to verify the holder of educational rights. [per CA EdCode 50628]
6. Hearing and Vision screening documentation (must be within 1 year of referral) [per 34 CFR 300.532]
7. Proof of immunization for: polio, DPT (diphtheria, tetanus, and pertussis), MMR (measles, mumps, rubella), hepatitis B and chickenpox. [per SB 277]

Immunizations are offered by the City of Berkeley Health Department Immunization Clinic at 830 University Avenue on Tuesdays and Thursdays from 1-4 pm. Please call 510.981.5350
8. Student's birth certificate
9. Copies of any prior assessments to be considered with this referral (i.e. private medical; psychological; speech & language; RCEB or HeadStart screening assessments, etc.)
10. Copies of prior IEP or IFSP documents to be considered with this referral