

Home Language Survey (HLS)

California Education Code required schools to determine the language(s) spoken at home by students. This information is essential in order to provide meaningful instruction.

Parent/guardian completes the HLS

→ If HLS questions 1,2,3 are answered **English only**. The student is placed in English mainstream class.

→ If HLS questions 1,2,3 indicates language **other than English**. The student is tested with the current English proficiency exam in listening, speaking, reading and writing within 30 days of enrollment.

Student Race Code

If more than one race, indicate as many codes as needed.

100 Native American. A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

400 Filipino. A person having origins in any of the original peoples of the Philippine Islands.

500 Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central America.

600 Black or African-American. A person having origins in any of the black racial groups of Africa.

700 White. A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Asian. A person having origins in any of the original peoples of East Asia, Southeast Asia, or the Indian subcontinent

201 Chinese 202 Japanese 203 Korean 204 Vietnamese 205 Indian

206 Laotian 207 Cambodian 208 Hmong 299 Other Asian

Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.

301 Hawaiian 302 Guamanian 303 Samoan 304 Tahitian 399 Other Pacific Islander

Assignment of Students

Students will be admitted to schools in accordance with six established priority categories. A computer assignment system will assign students on a random basis within a priority for each grade level within each school. Priority requirements are as follows:

1st priority: BUSD students currently attending the school (with the exception of transitional kinder) and living within attendance zone

2nd priority: BUSD students currently attending the school (with the exception of transitional kinder) and living outside the attendance zone

3rd priority: Berkeley residents who are siblings of any student currently attending the school on the basis of the first or second priority and who will continue in attendance for the 2019/20 school year

4th priority: Berkeley residents not currently attending the school and living within the attendance zone

5th priority: Berkeley residents not currently attending the school and living outside the attendance zone

6th priority: All non-Berkeley resident students requesting inter-district transfers

Enrollment Checklist

Read the following carefully:

Incomplete forms are not accepted. Please make sure ALL items are checked off of your list. Forms must be submitted in person. We will not accept forms via mail, fax or email. We do not request records from third parties, you must submit all required documents

- € **Parent Preference Form** (obtained from our office or printed on **legal** size paper)
- € **Student's original birth certificate**
- € **Student's original report card (K-5) or transcript (6-12) for current school year**
- € **Parent's original, valid governmental picture identification card** (i.e. CA ID, or CA DL)
- € **Declaration of residency** (must be residing in Berkeley when submitting enrollment documents)
- € **Proofs of Berkeley residency** (must submit **three proofs, one from each of the 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 have only one residency for purposes of establishing residency.

Only personal accounts will be accepted (No care of, DBA or Business accounts).

Group A: Utility bill: (must provide entire bill)

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

Group B: Must provide all pages

- 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 upcoming election

Group C: Must provide all pages

- 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