



### 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:

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

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

**3<sup>rd</sup> 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 2020/21 school year

**4<sup>th</sup> priority:** Berkeley residents not currently attending the school and living within the attendance zone

**5<sup>th</sup> priority:** Berkeley residents not currently attending the school and living outside the attendance zone

**6<sup>th</sup> 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*

- 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/Legal guardian original, valid governmental picture identification card** (i.e. CA ID or DL)
- Declaration of residency** (must be residing in Berkeley when submitting enrollment documents)
- Proof of Berkeley residency** (must submit **three proofs, one from each of the groups** 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 residence for purposes of establishing residency.

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

#### **Group A: Must provide all pages**

- \_\_\_ Rental property contract or lease **and** proof of payment dated within 45 days
- \_\_\_ Renter's or homeowner's insurance policy for the current year (no bill)
- \_\_\_ Current property tax statement or property deed

#### **Group B: Utility bill: (must provide entire bill)**

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

#### **Group C: Must provide all pages, cannot be a bill**

- \_\_\_ Current bank statement (checking or savings only)
- \_\_\_ Action letter from Alameda County Social Services Department
- \_\_\_ Recent paycheck stub or letter from employer on **official** company letterhead
- \_\_\_ Both valid automobile registration **and** valid automobile insurance
- \_\_\_ Voter registration for the most recent past or upcoming election

All documents on this list are required at the time of enrollment. Please contact us if you have any questions or concerns prior to coming in. You can call 510-644-6504 or email admissions@berkeley.net