

Student's Last Name

[Grid for last name]

First Name

[Grid for first name]

Date of Birth

[Grid for date of birth]

Age

[Grid for age]

Gender

[Gender selection boxes]

Grade in 2020/21

[Grade selection box]

Parent I: First Name

Last Name

Landline Phone

Cell Phone

Work Phone

[Parent I First Name grid]

[Parent I Last Name grid]

[Parent I Landline Phone grid]

[Parent I Cell Phone grid]

[Parent I Work Phone grid]

Primary Home Address

Apt #

City

Zip

[Primary Home Address grid]

[Apt # grid]

[City grid]

[Zip grid]

[Parent I gender and educational rights checkboxes]

[Parent I email address field]

Parent 2: First Name

Last Name

Landline Phone

Cell Phone

Work Phone

[Parent 2 First Name grid]

[Parent 2 Last Name grid]

[Parent 2 Landline Phone grid]

[Parent 2 Cell Phone grid]

[Parent 2 Work Phone grid]

Secondary Address (If different from parent 1)

Apt #

City

Zip

[Secondary Address grid]

[Apt # grid]

[City grid]

[Zip grid]

[Parent 2 gender and educational rights checkboxes]

[Parent 2 email address field]

Home Language Survey (one language per line, please see reverse)

- 1. Language your child first learned when they began to speak:
2. Language your child speaks most frequently at home:
3. Language most frequently used when speaking to your child:
4. Language most often spoken by adults in the home:

Is your child Spanish speaking? [Yes/No]

When did your child first enroll in a CA school? Date: Grade:

When did your child first enroll in a USA school? Date: Grade:

Is your child Hispanic/Latino/a? [No/Yes]

Child's Race (see codes on reverse): 1) 2) 3)

Name of Student's most recent school:

School district:

City/State/Country:

Does your child have a sibling currently attending a Berkeley public elementary school?

Sibling's name: Grade: School:

Has your child been suspended/expelled or recommended for expulsion?

Suspension [No/Yes, Start date: End date:]

Expulsion [No/Yes, Start date: End date:]

Highest Parent Education Level

- [Not a high school graduate]
[High school graduate]
[Some College]
[College graduate]
[Graduate school]

Preschool Experience

- [BUSD] [Day Care] [City Rec]
[Head Start] [Private] [None]

Does your child currently receive services through Special Education?

- [No] [504] [IEP]

If you are a BUSD employee, please provide the following:

Site: Union:

Office Use Only Do Not Write In This Box Processed: Entered:

Stu# SA CA NU INC MV VS

Date stamp on this receipt is confirmation of part 1 of TK school enrollment. Enrollment is not finalized until part 2 is completed at the assigned school. Not completing part 2 by deadline will revoke assignment. Assignment will be mailed mid-March. Keep this receipt, you will need if requesting assistance.

Transitional Kindergarten

Students born between September 2 – December 2, 2015 must attend a transitional kindergarten program.

The transitional kindergarten program follows the guidelines of the California Department of Education. It is aligned with the changing entry date for kindergartners and offers placement for students who, prior to the new law, would have been eligible for regular kindergarten.

Please Note: The assigned school will be for transitional kinder only, you will need to apply for a kindergarten assignment in January 2021.

I verify that the information on this form is complete and true

Parent/Guardian Signature: Date:

### Home Language Survey (HLS)

Please note this information is not used for the Dual Immersion (DI) lottery

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. (unless DI is requested and assigned through lottery)

→ 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