

BERKELEY UNIFIED SCHOOL DISTRICT

Wait List request is for Berkeley residents or BUSD employees
and will only be valid for the 2020/21 school year

Only submit this form once, either by email or in person

Student's name as it appears on the birth certificate

Last Name

First Name

Assigned school: _____ Grade: _____

Does your child have an IEP? Yes No

Please indicate the school(s) you would like your child to be on the wait list(s) for:

Elementary Schools

- Jefferson
- Rosa Parks
- Thousand Oaks
- Arts Magnet
- Cragmont
- Oxford
- Washington
- Emerson
- John Muir
- Malcolm X

Dual Immersion/Bilingual program

- Sylvia Mendez DI (grades K-5)
- Thousand Oaks Bilingual (grades 3-5)

Middle Schools

- Longfellow
- Longfellow Dual Immersion
- King
- Willard

Provide sibling information below if a sibling is currently attending a school requested

Full Name _____ School _____ Grade _____
(as it appears on birth certificate)

**This request will replace any and all previous requests made.
Please see reverse for waitlist process and procedures.**

Parent Name _____ Signature _____ Date _____

Is there anything else I should know?

- Accepting a spot at one of the schools you have requested does not remove you from other waiting lists.
- Each waiting list is good for one academic year. If you wish to request a spot for the following year, please participate in the placement lottery next January.
- If you do not register at a Berkeley public school by the deadline stated in your letter and/or do not attend the first two weeks of school, your child will be removed from the waiting list.

For Office Use: SID: _____ SP: _____ CAT: _____

Berkeley School District Waiting List Process

How are the waiting lists made?

Any school offering from the waiting list will conform to the student assignment policy so sometimes students who are not on the list are assigned before we offer spots to students on the waiting list. These criteria include our commitment to maintaining socio-economic diversity, ensuring sibling priority, maintaining class size, and cases where the exercise of administrative discretion is required.

Requests received **after March 27th** will be placed at the end of the waiting lists by assignment priority. This means that if you receive a place on the waiting list for a school outside of your zone, you may MOVE DOWN on the list if people within the zone request to be on the waiting list after you.

How do I find out if my child got placed into a school or where my child is on a list?

Information about your child's spot on the waiting list will be available beginning_____. To find out where your child is on the waiting list please call **510-644-6315** and leave a message with your child's name, your phone number, and the schools you have wait-listed, and we will contact you with that information. Unless you call requesting your child's number, you will not be contacted regarding the waiting list unless you are being offered a spot.

There is no guarantee that your child will be moved off of a waiting list. Any guesses about whether your child's place is "good" or "bad" are purely speculation. Each year, different factors can affect the waiting list movement.

The majority of movement on the waiting lists will happen the last week in May, the middle of July and the first two weeks of school – that is when we will call people to offer them a spot at a school they have waitlisted. Any transfer after the second week of school will be assessed on a case by case basis should space become available.

Dual Immersion Waiting Lists

Initial Placement:

Registration for the Dual Immersion Program follows district procedures for Kindergarten enrollment.

The Dual Immersion class is comprised of 50% limited English students who are native Spanish speakers and 50% native English speakers.

- A child's dominant language is determined by the Spanish assessment.
- The Spanish assessment is given to students who are Spanish monolingual or Spanish/English bilingual as indicated in the Home Language survey on the parent preference form.

Waiting Lists:

To be placed on a waiting list for the Dual Immersion Program please apply in writing via email or in person at the Admissions Office. Please note that Dual Immersion waiting lists are separate from the regular school list.

- There will be two waiting lists: The first is for English speaking students and will be comprised of English monolingual speakers and Spanish/English bilingual students who did not get into Dual Immersion Program via the lottery.
- The second waiting list will be for Spanish monolingual spots and will be comprised of Spanish monolingual students. Should space be available after monolingual Spanish speakers are placed, any Spanish monolingual space may be given to bilingual students.
- The dual immersion waiting carries over from year to year if the student is attending a Berkeley Unified school.
- Parents will be notified as space becomes available.