

BERKELEY UNIFIED SCHOOL DISTRICT

Wait List request is for Berkeley residents or BUSD employees
and will only be valid for the 2023/24 school year

Only submit this form once by email to waitlist@berkeley.net

Student's name as it appears on the birth certificate (no middle names):

Last Name

First Name

Assigned school: _____ 23-24 Grade: _____

Does your child have an IEP? Yes No

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

Elementary Schools

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

Dual Immersion

- Sylvia Mendez DI

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 _____

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 31st** 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 email waitlist@berkeley.net your child's name, grade, and the schools you have wait-listed, and we will reply with that information. Unless you email 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.

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. With the exception of Sylvia Mendez which rolls over year to year.

-If we are unable to transfer your child off of the 23-24 school year, there is an opportunity to apply for a possible transfer during our round 1 lottery for the 24-25 school year by applying in January 2024. New waitlists also open in late March 2024 after we have mailed assignment letters.

--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.