



Enrollment Tips and Timeline for Applying to High School for the 2010-11 School Year

Students are encouraged to get involved in their high school search by attending tours, open houses and shadowing (following a current high school student through their day).

Most of the time required to research schools occurs during the first semester of 8th grade, one of the most important grading periods if your child is applying to Lowell or private schools.

To Apply:

1. List all high schools that you would like to attend on your application form.
2. Turn in application by January 8, 2010.
3. If you are not currently enrolled in an SFUSD school, you will also need to submit the following original documents to the Educational Placement Center (EPC) Office at 555 Franklin.
 - A. Parent/Guardian's Picture ID
 - B. Proof of birth to include birth certificate, passport or official hospital record. If the document does not contain the parent/guardian name, additional guardianship verification is required.
 - C. Two (2) proofs of home address that include the name and address of the parent/guardian. Any two(2) of the following original documents dated within the last 45 days need to be provided:
 - One to two (1-2) utility bill(s) from different agencies such as PG&E, water, cable or garbage. No cell phone bills will be accepted.
 - Both automobile registration and auto insurance (Count as [1] one Proof)
 - Homeowner's or renters insurance policy
 - Property tax statement
 - Official letter from a social service/government agency
 - Grant deed, Title of property or rental/lease agreement with property owner's documentation



"The shadow visits were very influential for my daughter, but you must take your child out of school for a half-day or more to shadow."

Public schools with unique enrollment requirements:

Lowell:

Submit a Lowell application and an SFUSD application form by December 11, 2009. If you would prefer to go to Lowell over other schools, list Lowell as your first choice school on the SFUSD application.

The admissions criterion is based on three things:

1. Academic grades during the first semester of the 8th grade
2. All 7th grade academic grades
3. 7th grade standardized test scores.

Students coming from private school will have to take the CAT6 offered by Lowell in January.

If your child does not make the official grade/test score cutoff, other assets are reviewed by a committee at your child's middle school. This committee will look at achievements in sports or arts, or at unique hardships to make a case for a Lowell acceptance. Gather all of the supporting material for the committee before the December 11th deadline and be as detailed as possible in your application.

School of the Arts (SOTA):

1. Submit SOTA application packet and sign up for an audition at the SOTA school office by December 18, 2009 at 3:00pm. Application packet includes:

- Application Form
- Essay written by student about their interests, Arts background, and why they would like to attend SOTA.
- Teacher Recommendation Form (minimum of 1)
- Most Current Report Card (Copy)
- School Transcript (Copy)

2. Visual Arts and Creative Writing applicants must submit a portfolio by December 11, 2009 at 12noon.

3. Turn in SFUSD application to the EPC office at 555 Franklin by January 8, 2010. Include SOTA as one of your school choices on your SFUSD application; it is not necessary to list it as your first choice school. You can be assigned to another school and still be accepted to SOTA. If that happens, you will have to let the EPC know which school you would like to enroll in.

Go to www.sfsota.org for more information on application requirements.

Charter Schools: You need to submit a separate application and sometimes an essay, so check with each school individually.

HIGH SCHOOL PUBLIC SCHOOL ENROLLMENT TIMELINE	
October 2009	Start scheduling school visits and Shadow times See www.ppsf.org for school tour schedule. Note that schedules may have changed - contact schools directly to sign up for a tour
October to December	Attend Open Houses and go on shadow visits Call as early as possible to set up a shadow visit, or informally arrange for your child to shadow an acquaintance if permitted. Shadow visits are required for most private schools.
November 2009	Nov 7 - Attend SFUSD Enrollment Fair to talk to staff, principals and parents from all SFUSD schools
December 2009	Contact PPS-SF to speak to Parent Ambassadors and get the parent perspective about their schools. Dec. 11 Lowell: Submit a separate Lowell application along with your SFUSD application Dec. 11, noon SOTA: Visual Art & Creative Writing portfolios due. Dec. 18, 3pm SOTA: Deadline to submit application packet to SOTA office and sign up for an audition date. Auditions can fill up so apply as early as possible.
January 2010	Jan. 8 Deadline to submit SFUSD application for all public high schools (unless you are applying to Lowell) <i>Submitting applications early does not affect your chances.</i> Applications can be turned in to the EPC office at 555 Franklin or at Enrollment Centers throughout the city. See www.ppsf.org for Enrollment Center locations and dates. SOTA: Auditions (apply in December for audition date). Lowell: Students coming from private school will have to take the CAT6 offered by Lowell in January.
March 2010	March 12 Round I assignment letters are mailed March 15-26 Register for assigned school – registering does not affect your chances if you want to participate in Round II March 26 Optional: Submit Round II applications: Amended List, Waitpool request and/or Hardship/medical appeals.
April to May	Attend school Spring events to get to know school communities and activities; go to www.ppsf.org for a calendar of events.
May 2010	April 30 Round II assignment letters are mailed May 3-14 Register for assigned school May 14 Optional: Submit Round III applications. You will remain in the waitpool until you are assigned or you remove your name. Waitpools are run continuously through September.
June 2010	Open enrollment begins. Schools with openings and no waitpools are open for immediate placement.
June thru September	Waitpool placements are made continuously through the end of September.