

Information on Open Enrollment and Pre-Enrollment for Transitional Kindergarten and Kindergarten for 2019-20 School Year



Open Enrollment Programs

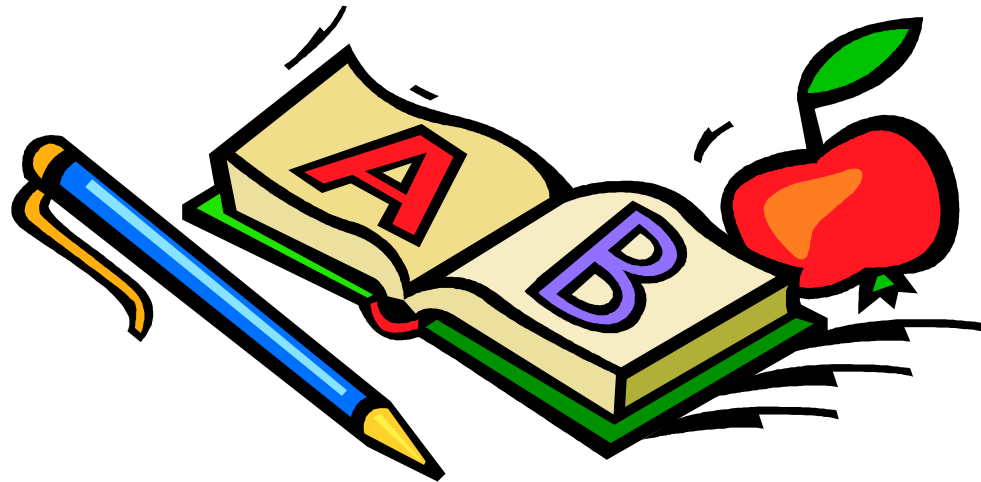
The Open Enrollment period applies for students who are currently enrolled within the Alameda Unified School District during the 2018-19 school year. Open Enrollment schools accept current AUSD students from all over Alameda, not just from their neighborhood zones.

The Superintendent or designee shall identify those schools which may have space available for additional students. Open Enrollment schools for the 2019-20 school year are as follows: **Maya Lin, Junior Jets, Bay Farm 6-8, Wood Middle School 6-8, Encinal Junior/Senior High School 6-12, and ASTI.**

Students of parents/guardians who submit applications within the designated open enrollment period shall be eligible for admission to their school of choice the following school year under the district's open enrollment policy **dependent upon space availability in their selected program.**

Open Enrollment Schools for 2019-20 School Year

- Maya Lin Elementary School, grades K-5
- Bay Farm School, grades 6-8
- Wood Middle School, grades 6-8
- Encinal Junior/Senior High School, grades 6-12
- ASTI, incoming 9th graders



Open Enrollment Application Timeline

<p>Monday, November 19, 2018 through Friday, January 18, 2019</p> <ul style="list-style-type: none">❖ ASTI, 9❖ Bay Farm, 6-8❖ Wood, 6-8❖ Encinal Jr./Sr.High, 6-12	<p>Open Enrollment applications must be submitted to Student Services through online process during this time frame to be eligible for the lottery for each of these programs.</p> <p>Lottery timeline - The week of January 21, 2019 Notification timeline - Last week of January, 2019</p>
<p>Tuesday, January 22 - Friday, March 1, 2019</p> <p>Maya Lin, K-5</p>	<p>Open Enrollment applications must be submitted to Student Services through online process during this time frame to be eligible for the lottery for this program.</p> <p>Lottery timeline - 2nd week of March 2019 Notification timeline - The week of March 18, 2019</p>

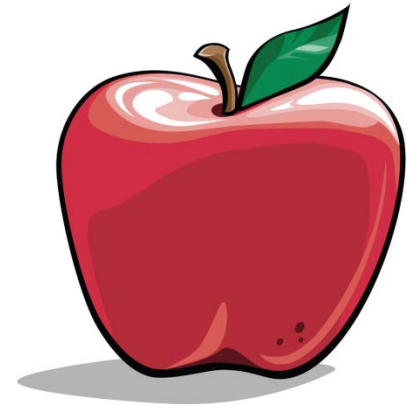
Information Nights for Open Enrollment Programs

Bay Farm 6-8th Grade Program 200 Aughinbaugh Way	Thursday, November 14: 6:30-7:30 PM Wednesday, December 13: 6:30-7:30 PM Wednesday, January 9: 6:30-7:30 PM
Encinal Jr. Jets (grades 6-8) 210 Central Ave., Alameda	Thursday, November 1st: 6:30-8:00 PM Tuesday, November 13th: 6:30-8:00 PM Tuesday, December 11th: 6:30-8:00 PM Wednesday, January 9th: 6:30-8:00 PM Junior Jet Student Center Tour dates for Junior Jets: Tuesday and Thursday in November through December 11th from 8:30 until 9:30 AM Thursday, December 13th: 6:30-8:00 PM Encinal Cafeteria
Encinal High School Information Night for incoming 9th graders	
Wood Middle School 420 Grand St., Alameda	Thursday, November 15th 6-7:00 PM Wednesday, January 9th 6-7:00 PM Tour dates: Thursday, November 29th, 10:00 -11:00 AM and Friday, January 25th 10:30-11:30 AM
Alameda Science and Technology Institute College of Alameda, College Drive Information night for incoming 9th graders	Wednesday, December 12th: 6-7:30 PM COA F Building
Maya Lin (grades K-5) 825 Taylor Ave. Alameda, CA 94501	Thursday, January 17th and Wednesday, Jan. 23, 2019 6:30 PM-7:30 PM

Information Nights for Open Enrollment Programs

The following topics are covered:

- School Community
- Programs & Activities
- Opportunities for Parent Involvement
- Application Process
- Frequently Asked Questions



All Open Enrollment Applications

- Open Enrollment Schools can be located on the AUSD Enrollment home page
- Each Open Enrollment School has their own application link
- The applications are filled out online and submitted to a designated Google Document for Student Services to review
- Open Enrollment applications must be submitted during the designated time frame to be eligible for the lottery for each of the programs

ASTI (Grade 9) and Encinal (Grades 6-8) Open Enrollment Priority Guidelines

- 1. In-district Alameda residents who have a sibling enrolled at the requested school***
 - 2. All other Alameda in-district residents***
 - 3. Applicants who do not reside within Alameda City***
- If a school has more applications than space available, selection for the school or program of choice shall be determined by lottery in alignment with Board approved priorities from the eligible applicant pool. Multiple birth students will be treated as a single number in the lottery. If their number is drawn and the number of students exceeds the number of spaces available, parents may take the space(s) and place the remaining siblings on the waiting list.*

Encinal (Grades 9-12) and Wood Middle School (Grades 6-8) Open Enrollment Priority Guidelines

- **Encinal Senior High School**

1. *Students who live within the attendance zone for Encinal Junior/Senior High School*
2. *AUSD students who have siblings currently attending Encinal Junior/Senior High School*
3. *All other Alameda City residents*
4. *All applicants outside of Alameda City*

- **Wood Middle School**

1. *Alameda resident students who live in the Wood Middle School zone*
2. *Alameda resident students who have a sibling currently attending Wood Middle School*
3. *All other Alameda City residents*
4. *Applicants who do not reside within the City of Alameda*

Bay Farm (Grades 6-8) and Maya Lin (Grades K-5)

Open Enrollment Priority Guidelines

- **Bay Farm School**

1. *Students who are currently attending Bay Farm School*
2. *Students who live within the attendance zone for Bay Farm School*
3. *AUSD students who have siblings currently attending Bay Farm School*
4. *All other Alameda City residents*
5. *All applicants outside of Alameda City*

- **Maya Lin Elementary School**

1. *Alameda resident students who live in the Maya Lin school zone*
2. *Alameda resident students who have a sibling currently attending Maya Lin*
3. *All other Alameda residents*
4. *Applicants who do not reside within the City of Alameda*

Finalizing Open Enrollment (per AR 5116.1 Open Enrollment)

- The Superintendent or designee shall inform applicants as to whether their applications have been approved or denied. Applicants who receive approval must confirm their enrollment within two weeks of notification dates. Admission to a particular school shall not be influenced by a student's academic or athletic performance.
- Special Education students may participate in open enrollment based on the above priority system and space available in the programs at the desired school with an approved IEP change of placement.
- The open enrollment school will become the student's school of residence upon being accepted. Students who wish to return to their original school of residence must reapply through the intra-district transfer process.

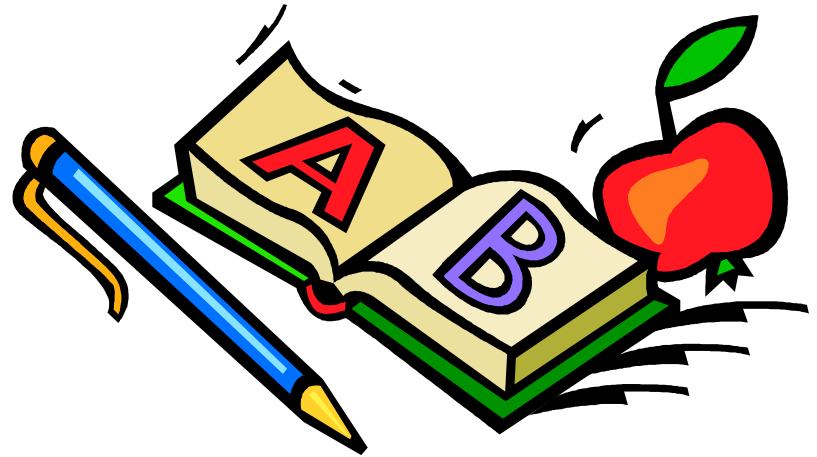
Transitional Kindergarten Program



- Transitional Kindergarten (TK) is a 2-year kindergarten program.
- TK is offered at Earhart, Haight, Paden, and Ruby Bridges.
- If TK is not offered at your neighborhood school, all efforts will be made to place your child in a TK class close to your neighborhood school.
- For Kindergarten school year, TK students will attend Kindergarten at their neighborhood school and will not need to re-enroll for the 2019-20 school year.

Neighborhood Elementary Schools

- Bay Farm School
- Earhart Elementary**
- Edison Elementary
- Franklin Elementary
- Haight Elementary**
- Maya Lin School
- Otis Elementary
- Paden Elementary**
- Ruby Bridges Elementary**



**** Refers to location of Transitional Kindergarten (TK) classes**

Identifying your Neighborhood School

1. Go to the district's website www.alameda.k12.ca.us. Click on the "School Finder" tab on the left hand side on the screen to identify your neighborhood school and enter your address. Your neighborhood school will appear. If you have questions, call (510) 337-7072.
2. Attend city-wide Kindergarten Information Night on Thursday, January 17th, from 6:30-7:30 pm at your neighborhood school.
3. TK Information Night for all sites will be held at Paden on Wednesday, January 16th, from 6:30-7:30pm.
4. Pick up a TK-K pre-enrollment packet at an Information Night or at your neighborhood school.
5. Read your forms and your packet handouts carefully, particularly the "Frequently Asked Questions about TK-K Pre-Enrollment."
6. Ask any questions you may still have during the Q & A portion of TK- K Information Night.
7. Sign up for a kindergarten tour at your neighborhood school.
8. Sign up for a TK tour at Paden, Haight, Earhart, or Ruby Bridges.

TK and Kindergarten Schedule of Events

Jan. 16, 2019 @ 6:30 pm - 7:30 pm	Transitional Kindergarten Parent Information Night held at Paden Elementary School for ALL AUSD TK programs
Jan. 17, 2019 @ 6:30 pm - 7:30 pm	Kindergarten Parent Information Night and tour sign ups at each neighborhood elementary school
Jan. 28, 2019	Families can begin online enrollment and make enrollment appointments for TK-K pre-enrollment period that opens on January 28, 2019
Jan. 22, 24 and 29, 2019 9:00 am - 10:00 am	TK-Kindergarten tours - All schools except Earhart Elementary
January 22, 24, and 29, 2019 for Kindergarten January 25, 2019 for TK 9:00 am - 10:00 am	TK-Kindergarten tours - Earhart Elementary
Feb. 4, 2019	TK-Kindergarten pre-enrollment appointments begin February 4
March 4, 2019	Grades 1 through 12 pre-enrollment begins for 2019-20

TK-Kindergarten enrollment is ongoing.

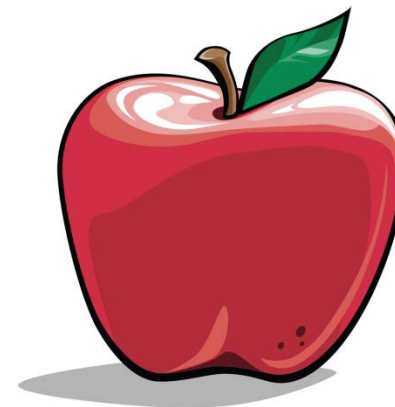
TK and K Information Nights

Transitional Kindergarten: for all elementary sites
Wednesday, January 16, 2019 at Paden, 6:30 - 7:30 pm

Kindergarten: at all elementary schools
Thursday, January 17, 2019, 6:30 - 7:30 pm

The following topics are covered:

- School Community
- Programs & Activities
- A Day in the Life of a TK or K student
- Getting Ready for TK or K
- Opportunities for Parent Involvement
- Pre-Enrollment Process
- Frequently Asked Questions



TK and Kindergarten Tours

1. Attend a kindergarten tour at your home school. Kindergarten tours will be held at all elementary sites (but Earhart) on the following dates: January 22, 24, and 29: 9-10 am.
2. Attend a TK tour at one of the following sites: Paden, Haight, Ruby Bridges, on Jan. 22 or 29: 9-10 am.
3. Read through the TK-K information packet.



Student Age and Birthdates

California State Education Code 48000[a] [c]:

- Students must be 5 by September 1, 2019 to be eligible for Kindergarten. Kindergarten is for students who turn 5, with birthdates on or before **September 1, 2014**.
- Students must be 5 by December 2, 2019 to be eligible to attend Transitional Kindergarten (TK). All children with birthdates between **September 2, 2014 through December 2, 2014** are eligible to attend Transitional Kindergarten.



TK and K Pre-Enrollment for the 2019-20 School Year

TK- K pre-enrollment appointments begin Monday, February 4, 2019.

- **January 28 at 9:00 am:** Families may go online to www.alameda.k12.ca.us and follow the directions for online enrollment, which includes setting up an account in Info-snap for each incoming student and making an enrollment appointment at the District Office for each incoming student.
- **February 4:** TK-K pre-enrollment appointments begin. Every student seeking enrollment must complete online enrollment first, set up the pre-enrollment appointment, and then attend an enrollment appointment.
- Bring all the paperwork to the District Office located at 2060 Challenger Drive at the time of your pre-enrollment appointment. The appointment lasts approximately 20 minutes if all paperwork is complete.
- Appointments can be scheduled Monday-Friday between the hours of **8 am - 5 pm.**

To Begin the Pre-Enrollment Process, parents should...

1. Complete the online pre-enrollment process with Aeries AIR beginning January 28.
2. Make an online appointment for the 2019-20 school year beginning January 28.
3. Check to make sure the student meets the immunizations requirements for pre-enrollment.
4. Use the folder provided at TK-K Information Night and collect all the paperwork needed for TK-K pre-enrollment including:
 - Birth certificate
 - Immunization record
 - Proof of residency (i.e., rental agreement or property tax bill and a current utility bill)
 - Printout of your online enrollment paperwork

Required Documents for Enrollment

1. Completed copy of your Online Registration confirmation
2. Child's Original or Certified Birth Certificate (or a passport or certified baptismal certificate)
3. Child's Immunization Records (for the following immunizations: Polio, DPT, Measles, Mumps, Rubella (MMR), Varicella (Chicken Pox), and Hepatitis B)

IMPORTANT: NO SHOTS = NO SCHOOL.

Your child will NOT be able to start school in August until you have provided documentation of ALL required immunizations.



Required Documents for Enrollment, continued

4. Parent/Guardian's Current Government Identification (ID, Driver's License, Military ID, or Passport)
5. A Property Deed (or most recent Property Tax Bill) or a Current Rental Agreement (with the following: Parent/Guardian name, student name(s), name of owner or manager and telephone number - sub leases will not be accepted)
6. PG&E, Alameda Power and Telecom (electricity), Water, or Garbage bill *ONLY (no cable or internet)*
7. Don't have a rental agreement? You will need to submit a notarized affidavit along with the above documents.

Please call 510-337-7072 for more information.

Immunization Requirements for Enrollment

Minimum Immunization Requirements for Pre-Enrollment:

- Diphtheria-Tetanus-Pertussis (DPT, TdaP), 4 doses
- Polio, 3 doses
- Hepatitis-B, 3 doses
- Varicella (chickenpox), 1 dose
- Measles-Mumps-Rubella (MMR), 1 dose



New Student Enrollment for the 2019-20 School Year

Pre-Enrollment appointments for new 1st-12th graders for the 2019-20 school year begin Tuesday, March 4, 2019; TK-K Continue....

- Families may go online to www.alameda.k12.ca.us and follow the directions for online enrollment, which includes setting up an account in aeries AIR for each incoming student and making an enrollment appointment at the District Office for each incoming student.
- **March 4:** Pre-enrollment appointments begin at Student Services for 2019-20 school year, grades 1-12. TK-K may continue to pre-enroll for the rest of the year. Every student seeking enrollment must complete online enrollment first, set up the pre-enrollment appointment, and then attend an enrollment appointment.
- Bring all the paperwork to the District Office located at 2060 Challenger Drive at the time of your pre-enrollment appointment. The appointment lasts approximately 20 minutes if all paperwork is complete.
- Appointments can be scheduled Monday-Friday between the hours of **8 am - 5 pm.**

Enrollment Guidelines

- The Board of Education desires to provide enrollment options that meet the diverse needs and interests of district students. The District shall determine the capacity of each school site based on the physical capacity of the building and class size limits established by state law or collective bargaining agreement. Priority is given to students residing within the attendance area of a Zoned School or whose parent/guardian is assigned to that Zoned School.
- Enrollment priority is given: (1) To siblings of currently enrolled students living in the zone of attendance and/or (2) By date of enrollment *(per AR 5116.1)*

Proposed Updates to Enrollment AR 5116.1

2018-19 Current: Enrollment Priorities B. Students NOT Residing Within the Attendance Area of a Zoned School

All approved intradistrict transfers will have the site assigned re-designated as the student's home school after one year and twenty days.

2019-20 Proposed Revision: Enrollment Priorities B. Students NOT Residing Within the Attendance Area of a Zoned School

All approved intradistrict transfers will have the site assigned re-designated as the student's home school after one year and twenty days. The student's family shall have the right to designate the site as the home school for the student's siblings at that time.

Questions?