

OUSD MIDDLE SCHOOL OPTIONS PROCESS

How to Enroll Your Child in an OUSD Middle School 2009-2010 academic year

This memo was prepared by Chabot's Middle School Committee. We cannot guarantee the accuracy of the information contained in this memo, but we can tell you that we did the best we could to provide you with the most accurate and complete information we could gather. The information contained in this memo was obtained through three sources: (1) Middle School Options instructions that OUSD published last year (for the 2008-2009 academic year); (2) a conversation with Mike Bonino of OUSD's Student Assignment Office (Phone: (510) 879-8111, 1098 Second Avenue Portable 18, Oakland, CA 94606, Fax: (510) 879-8971); and (3) conversations with the office staff at Chabot.

LEARNING ABOUT OAKLAND MIDDLE SCHOOLS

For the 2009 – 2010 Options period, the district office is backing away from coordinating the process. Instead, OUSD is placing greater responsibility on parents and individual elementary and middle schools to manage the Options process. Currently OUSD does not intend to hold its usual Oakland School Options Fair for middle schools, at which OUSD middle schools and OUSD representatives used to come together to discuss the middle schools and the Options application process. Rather, OUSD is encouraging parents and students to attend open houses and tours at the middle schools that they are interested in selecting in order to learn about those schools. *Please see the last page of this memo for a listing of OUSD middle schools and their tour dates and times.*

THE MIDDLE SCHOOL OPTIONS PERIOD (December 10, 2008 – January 15, 2009)

The Middle School Options application period to apply for middle school for the 2009 – 2010 academic year will be from December 10, 2008 – January 15, 2009. Applications submitted during this time period will be considered on time and processed in OUSD's initial assignment lottery.

There is no advantage to turning in your application before the Options period begins or early in the period for that matter. All applications turned in to OUSD between December 10, 2008 and January 15, 2009 will be processed in one lottery at the same time. Applications received after January 15, 2009, however, will not be included in the initial lottery and will only be considered after all of the applications returned on time are processed. So, ***turn in your applications between December 10, 2008 and January 15, 2009!***

HOW TO GET A MIDDLE SCHOOL OPTIONS APPLICATION

Fifth graders currently enrolled in an OUSD elementary school will receive a Middle School Options Application from their current school. Chabot expects to receive these applications by December 10th and will mail them to each family as soon as they receive them. These applications will be pre-printed with each 5th graders enrollment information and families will primarily just have to fill in their student's middle school choices and sign the form. If, for some reason, you do not receive a pre-printed form, you may obtain blank forms at all OUSD middle schools and online at: <http://webportal.ousd.k12.ca.us/WebItem.aspx?WebItemID=138&TabID=215>. For students not currently enrolled in OUSD, you can pick up an application at the Student Assignment and Bilingual Testing Office, which, as of December 1st, will be located at 2111 International Boulevard in Oakland.

ADDRESS VERIFICATION, AGE VERIFICATION AND PROOF OF IMMUNIZATIONS

For applicants who do NOT receive a pre-printed application, you must complete a blank application and must submit documentation verifying your child's address and current grade along with their Middle School Options application. **YOU DO NOT NEED TO SUBMIT ANY OF THESE DOCUMENTS IF YOU ARE SUBMITTING A PRE-PRINTED FORM.** OUSD's website also states that ***"All documents must be original. No photocopies will be accepted"***¹

¹ Please note that we are not certain how strenuously this requirement will be enforced and if you do not have access to original documentation, we suggest that you submit what you have and hope for the best.

Below is a list of the required documentation² (again, only if you don't have a pre-printed application):

• **Age verification documentation (NEW students to OUSD)** - Families may either provide a birth certificate, a passport, an I-94, a transcript or a report card from a California school as verification of their child's age.

• **Grade level verification (all students)** - Families need to provide a transcript, promotion certificate, or their child's most recent report card to verify grade level.

• **Address of residence Verification (all students)** - Students must have three of the following documents with their parent's, guardian's or caregiver's name and address.

- Utility bill dated within 45 days: PG&E, EBMUD
- In combination only, automobile registration and automobile insurance
- Homeowner's/renter's insurance policy
- Lease agreement with owner's documentation
- Property tax statement (current property tax bill from Alameda County Tax Collectors' Office)
- Official letter from a social services/government agency within 45 days

Transitional families only: Transitional families reside at a non-permanent address such as a motel/hotel, shelter, car, or are doubled up with relatives or friends. Transitional families who are unable to establish a permanent residence can go to the Transitional Students and Families Program in Portable 15 at 1025 Second Avenue for residency verification and assistance.

WHERE TO TURN IN THE MIDDLE SCHOOL OPTIONS APPLICATION

Students will turn in the Options application at their current OUSD elementary school – not at the OUSD Student Assignment Office as in years past. The elementary school will determine whether applications are complete and prepare them for submission to OUSD headquarters. The decentralization moves the workload from OUSD to the individual schools, so schools may need volunteers to assist with this process. Decentralization also raises the potential for the elementary schools to provide students with varying information. So do not be surprised if your friends with kids in other OUSD elementary schools have a slightly different understanding of the Options application process.

MIDDLE SCHOOL PLACEMENT DECISIONS

Applicants may list three (3) middle schools. For any middle school with more applicants than slots available, admission will be based on the following priority system:

- 1st priority – Neighborhood: Students who live within the set boundaries of a neighborhood middle school.

What is our "neighborhood" middle school?

To find out your neighborhood middle school go to <http://mapstacker.ousd.k12.ca.us>; type in your home address; then press "middle school" on the left side of the screen.

- 2nd priority—Sibling: students with an older sibling who (1) is living at the same address, (2) is already attending the student's first choice school, and (3) will be continuing at the school in Fall 2009.

² • **Verification of custody:** Every year OUSD required parents to submit documents verifying custody (parent's or legal guardian's California driver's license or official California ID Card from the Department of Motor Vehicles (DMV) in conjunction with documents in form of Birth Certificate, guardianship papers or court documents). We believe, however, that this requirement is prohibited under California law, which specifically allows any caregiver to enroll a child in school. **Cal. Educ. Code Section 48204, Cal. Family Code Section 6550**

- 3rd priority—Program Improvement School neighborhood: Students who live in a neighborhood where the local middle school has been designated for Program Improvement under No Child Left Behind have priority to attend a *non*-Program Improvement school.¹
- 4th priority—Open lottery

MIDDLE SCHOOL PLACEMENT NOTIFICATION

- OUSD has not stated when they will mail out placement notices for the 2009-2010 academic year, but last year the district mailed out placement notification decisions to applicants who submitted their documents on time (during the Options period) by March 1st.
- Parents/guardians **must** register at the assigned school to retain their placement. More information about registration will be mailed with the school assignment in March.

APPLICATIONS SUBMITTED AFTER THE OPTIONS PERIOD (late)

If you do not submit your application during the Options Period, you must submit your application and any ancillary documents in person at the Student Assignment and Bilingual Testing Office (which, as of December 1st, will be located at 2111 International Boulevard in Oakland). Students will be (1) eligible for any remaining seats in their neighborhood middle school(s) and (2) able to select from available spaces in schools outside their neighborhood (this often involves a waiting list).

OPTIONS FOR SPECIAL EDUCATION STUDENTS

Students who receive only RSP services (and are not otherwise considered Special Education students) must submit an application through the Middle School Options process pursuant to the guidelines above. All other Special Education students, including those in Special Day Class will be placed in an OUSD middle school by the Programs for Exceptional Children Office (2850 West Street), although such students may submit an OUSD Middle School Options application according to the process outlined above if they wish.

Middle School Tour Dates *

ALLIANCE ACADEMY @ ELMHURST 1800 98 th Avenue, 94603	Phone: 879-2733	December 8 th December 9 th	5-6:30PM 9-10AM
BRET HARTE 3700 Coolidge Avenue, 94602	Phone: 879-2060	December 2 nd	10-11AM 5-6:30PM
EDNA BREWER 3748 13 th Avenue, 94610	Phone: 879-2100		
CLAREMONT 5750 College Avenue, 94618	Phone: 879-2010	Every Friday	10-11AM
COLISEUM COLLEGE PREP @ HAVENSCOURT (6-9) 1390 66 th Avenue, 94621	Phone: 879-2456	December 3 rd	10-11AM 5-6:30PM
ELMHURST COMMUNITY PREP @ ELMHURST 1800 98 th Avenue, 94603	Phone: 879-2021	December 9 th	10-11AM 5-6:30PM
EXPLORE COLLEGE PREP 3550 64 th Avenue, 94605	Phone: 879-1040		
FRICK 2845 64 th Avenue, 94605	Phone: 879-2030	December 8 th December 9 th	9-10AM 4:30-6PM
MADISON 400 Capistrano Drive, 94603	Phone: 879-2150	December 8 th Day Tours Evening Tours December 9 th Evening Tours	9-10AM 10-11AM 11-12PM 1-2PM 5-6:30PM 6:30-8PM 9-10AM 10-11AM 11-12PM 1-2PM 5-6:30PM 6:30-8PM
MELROSE LEADERSHIP ACADEMY @ SHERMAN 5328 Brann Street 94619	Phone: 879-1530		
MONTERA 5555 Ascot Drive, 94611	Phone: 879-2110		
PERALTA CREEK (8) @ SIMMONS 2101 35 TH Avenue, 94601	Phone: 879-2051		
ROOSEVELT 1926 19 th Avenue, 94606	Phone: 879-2120	December 3 rd	9-10AM 5-6:30PM
ROOTS INTERNATIONAL @ HAVENSCOURT 1390 66 th Avenue, 94621	Phone: 879-2625	December 8 th	10-11AM 5-6:30PM
UNITED FOR SUCCESS @ SIMMONS 2101 35 th Avenue, 94601	Phone: 879-1494	December 4 th December 4 th December 9 th December 10 th	10-11AM 5-6:30PM 5-6:30PM 10-11AM
URBAN PROMISE ACADEMY 3031 East 18 th Street, 94601	Phone: 879-1640		
WESTLAKE 2629 Harrison Street, 94612	Phone: 879-2130	December 2 nd	9-10AM 6:30-8PM
WEST OAKLAND MIDDLE SCHOOL @ LOWELL (6,7) 991 14 th Street, 94607	Phone: 879-2093	December 2 nd December 9 th	5-6:30PM 10-11AM