



SFUSD-Enrollment Guide For Special Education

2009-10

School Year
Prepared by EPC 10/06/08

Enrollment Services for Families

This guide is designed to assist parents/guardians of children with special education needs through the enrollment process for the 2009-10 school year.

The Educational Placement Center (EPC), in cooperation with the Special Education Services, is responsible for enrolling students with special education needs.

Special Education Placement Counselors at EPC can help parents/guardians with the entire enrollment process whether their child is new to SFUSD or already attending an SFUSD school.

EPC is located at 555 Franklin Street (at

McAllister) in room 100. EPC is open Monday through Friday from 8:00 am to 4:30 pm and no appointment is necessary.

Schools in every neighborhood of San Francisco offer a wide range of high quality special education programs. Parents/guardians can apply to schools that offer the special education services described in their child's Individualized Education Plan (IEP).

Included in this guide is a list of schools that offer special education programs. To find out more about schools, parents/guardians are

encouraged to:

- Visit schools and attend school tours
- Review school descriptions provided in the SFUSD Enrollment Guide
- Visit the SFUSD website www.sfusd.edu
- Contact parent organizations

Additional resources for parents/guardians of children with special needs can be found on the Special Education web site. You can find this web site under the "Departments" section of the SFUSD home page at www.sfusd.edu.

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Individualized Education Plan (IEP)

Children with special needs have an Individualized Education Plan (IEP) describing their special education services.

IEPs are written by a team that includes the parent/guardian, teacher, administrator, and DIS providers.

Five Types of Special Education

There are five primary types of special education programs:

1. Designated Instructional Services (DIS)
2. Resource Specialist Programs (RSP)
3. Inclusion Services (INC)

4. Special Day Class Services (SDC)
5. Transition Program

A child's IEP describes the special education program required to meet their special education needs.

The student assignment procedures vary slightly for the five different program designations. This guide describes in detail the enrollment process for each of the five primary types of special education programs.

Application Process

All Special Education students are required to submit an enrollment application, including:

- students new to SFUSD
- students in transitional grades (pre-K, 5th or 8th) who need a new assignment for the next school year
- SFUSD students in a non-transitional grade who want to transfer to another school for the following year
- Transition Program for Severely Impaired following High School completion.

- Current SFUSD students recently identified as special education
- Current SFUSD students with a recent change in program designation

Current SFUSD students with new special education program designations get priority to continue attending their current school if their current school can meet the student's needs as described in their IEP, and if their current school has openings in the

required Special Education program.

The same application form is used by all students applying for the 2009-2010 school year, regardless of their special education program designation.

Pre-printed enrollment applications will be mailed to students in transitional grades (pre-K, 5th and 8th grades) at the end of October 2008.

Application forms are also available at all SFUSD schools, the Educational Placement Center, and our web site at www.sfusd.edu.

Supporting Documents

Special education students must submit:

1. Signed enrollment application form
2. IEP or similar assessment documents from the students previous school district (where applicable). Parents with children in SFUSD do not need to submit an IEP.
3. Valid birth record (not required for current SFUSD students). For

verification of birth date, you need to provide the original of one of the following: birth certificate; hospital record; or passport.

4. Two (2) documents verifying home address (not required for current SFUSD students unless they have recently moved). For verification of home address you need to provide two current originals that include the name and address of

the parent/guardian. Any two of the following documents are acceptable:

- Valid CA Driver's License
- utility bill dated within 90 days
- automobile insurance policy
- homeowner's/renter's insurance policy
- property tax statement
- letter from social services/ government agency dated within 90 days.

Submitting the Application Form

1. You can turn in your completed application form to the Educational Placement Center, 555 Franklin Street, Room 100.
2. Students currently attending an SFUSD school can turn in their enrollment application to their current SFUSD school.
3. Kindergartners who have an older sibling currently attending an SFUSD elementary school can drop off their application at their older sibling's SFUSD elementary school.

Siblings

Students who live at the same address and have the same parent/guardian are considered siblings.

If space is available, younger siblings can receive a "pre-assigned" offer to the school his/her older sibling is attending in school year 2008-09 and will attend in school year 2009-10. This can only happen if the school has the appropriate program and if there is space in the special education program the child needs

Parents/guardians must turn the younger sibling's application form by **January 9, 2009** AND list the older child's school as the applicant's first choice on the application form to qualify for sibling assignment. We encourage families to list additional school requests on the application form in case there is no space in the older sibling's school.

Older siblings do not receive a priority to attend a younger sibling's school. The purpose of the sibling priority is to assist families with multiple children to enroll their children in a school together, not to provide a placement priority at multiple schools.

Transportation

For special education students, SFUSD will provide transportation if it is part of the student's Individualized Education Plan (IEP). If a Special Education student requests a school outside SFUSD's existing bus routes and SFUSD can offer the student a comparable program which does not require creating a new bus route, then the student will be offered placement in the school to which there is existing transportation.



Steps to Enrolling

1. Plan ahead to apply on time
2. Research all your available school options
 - Identify schools offering the program your child needs
 - Visit these schools
 - Talk with counselors in EPC
 - Visit the SFUSD website at www.sfusd.edu
 - Contact parent organizations
3. Complete an application form
 - Complete ALL sections of the application form
 - Fill in the school name, school number, and program for the schools
 - If you have a younger child who wants to attend the same school as their older sibling, list the older sibling's school as a first choice and write the older sibling's name, school, grade, and birth date in the "Choices" section of the application form.
4. Return your application form and supporting documents by the deadline
5. Students whose home language is not English may be required to take a language proficiency assessment..
6. Register your child at his/her assigned school when you receive an assignment offer
 - Parents/guardians who do not list multiple choices run a higher risk of getting assigned to a school they did not request.
 - Bring your child's immunization records to your assigned school when you register your child

SFUSD Special Education Programs at a Glance (2009-10)

Designated Instructional Services (DIS)

Students who receive DIS are enrolled in general education classrooms. They are provided with additional instruction by qualified teachers, e.g. Speech and Language, Occupational Therapy, Physical Therapy, Adaptive Physical Education, and Orientation & Mobility. **These services are offered at every K-12 school.**

Resource Specialist Program (RSP)

Students who receive resource specialist services are enrolled in general education classrooms. They are provided with the appropriate accommodations and modifications to the core curriculum as outlined in their Individual Education Plans (IEP) by the resource specialists. **Resource specialist services are offered at every K-12 school.**

Special Day Class (SDC)

Students in Special Day Classes (SDC) are enrolled in self-contained special education classes. They are assigned to these classes by their IEP eligibility and receive support from the Special Day Class teacher and the support staff. For students with mild impairments there are typically 10-12 SDC students per classroom, for students with severe impairments there are typically 8-10 SDC students per classroom. **Special Day Classes are NOT offered at every school. Here is a list of where the various SDC programs will be offered for the 2009-10 school year.**

Special Day Class / Mild/Moderate Speech Language Impaired (SDC/M/M-SLI)

Drew, Dr. Charles R.....	1 to 3
Hillcrest	K to 5
Key, Francis Scott.....	K to 5
Lakeshore.....	K to 5
Longfellow.....	1 to 5
New Traditions.....	K to 5
Parks, Rosa.....	K to 5
Peabody, George.....	K to 5
Sherman	K to 5
Brown, Willie Jr.	4 to 8
Aptos	6 to 8
Everett	6 to 8
Marina	6 to 8
Presidio	6 to 8
Visitacion Valley	6 to 8
Balboa	9 to 12
Galileo	9 to 12
Lincoln, Abraham	9 to 12
Marshall, Thurgood	9 to 12
Washington, George	9 to 12

Special Day Class / Hearing Impaired (SDC/HI)

Tule ELK	Toddler
Chavez, Cesar.....	Pre K & k to 2
Lafayette.....	Pre K & K to 5
Chavez, Cesar.....	K to 5
Aptos.....	6 to 8
O'Connell, John.....	9 to 12

Special Day Class / Learning Disabled (SDC/LD)

Cleveland	3 to 5
Cobb, Dr. William L.....	K to 5
El Dorado	3 to 5
Flynn, Leonard R.....	3 to 5
Garfield.....	1 to 5
Miraloma.....	3 to 5
Revere, Paul.....	K to 5
Stevenson, Robert L.	K to 5
Aptos.....	6 to 8
Denman, James.....	6 to 8
Francisco.....	6 to 8
Giannini, AP.....	6 to 8
King, Dr. Martin L. Jr.....	6 to 8
Lick, James.....	6 to 8
Marina.....	6 to 8
Roosevelt, Theodore	6 to 8
Visitacion Valley.....	6 to 8
Balboa	9 to 12
Burton, Philip & Sala	9 to 12
Galileo	9 to 12
ISA.....	9 to 12
Lincoln, Abraham.....	9 to 12
Lowell	9 to 12
Marshall, Thurgood	9 to 12
Mission	9 to 12
O'Connell	9 to 12
Washington, George	9 to 12

SFUSD Special Education Programs at a Glance (2009-10)

Special Day Class / Learning Disabled Limited English Proficient (SDC/LD/LEP)

Buena Vista.....	K to 5
Sanchez.....	K to 5
Everett.....	6 to 8

Special Day Class / Learning Disabled/ Emotionally Disturbed (SDC/LD/ED)

McKinley.....	K to 5
Serra, Junipero.....	3 to 5
Taylor, E.R.....	3 to 5
Ulloa.....	3 to 5
D. Feinstein.....	K to 5
Tenderloin.....	K to 5
Hoover.....	6 to 8
Presidio.....	6 to 8
SOTA.....	9 to 12

Special Day Class / Emotionally Disturbed (SDC/ED)

Rooftop.....	K to 8
Marina.....	6 to 8
Francisco.....	6 to 8
Visitacion Valley.....	6 to 8
Balboa.....	9 to 12
Burton.....	9 to 12
Galileo.....	9 to 12
Lincoln.....	9 to 12
Mission.....	9 to 12
O'Connell, John.....	9 to 12
Washington, George.....	9 to 12

EPC cannot process any request for a change of program. Program changes can only occur if they are described in the IEP.

Transition Program

The Transition Program is intended to serve the needs of Severely Impaired students who have completed four years of high school. Sometimes Severely Impaired students stay in SDC programs in high school for longer than four years. However, students who are close to 19 years of age are generally placed in the Transition Program if they have completed at least four years of high school.

Special Day Class / Severely Impaired (SDC/SI) ..

Alvarado.....	K to 5
Fairmount.....	K to 5
Glen Park.....	K to 5
Grattan.....	K to 2
Key, Francis Scott.....	K to 5
King, Starr.....	K to 5
Lawton.....	1 to 8
Sanchez.....	K to 5
Stevenson, Robert L.....	K to 2
Sutro.....	K to 2
Sunnyside.....	K to 5
Yick Wo.....	1 to 5
Aptos.....	6 to 8
Denman, James.....	6 to 8
Giannini, AP.....	6 to 8
King, Dr. Martin L Jr.....	6 to 8
Mann, Horace.....	6 to 8
Marina.....	6 to 8
Balboa.....	9 to 12
Burton, Phillip & Sala.....	9 to 12
Galileo.....	9 to 12
June Jordan.....	9 to 12
Lincoln, Abraham.....	9 to 12
Lowell.....	9 to 12
Mission.....	9 to 12
Washington, George.....	9 to 12

Pre-K Programs

Argonne (CDC)	Malcolm X (Elem)	R. Weil (CDC)
Burnett (CDC)	McCoppin (Elem)	San Miguel (CDC)
Chavez (Elem)	McLaren (CDC)	Sheridan (Elem)
Grattan (Elem)	Ortega (Elem)	T. Mahler (CDC)
J. Muir (Elem)	Presidio (CDC)	Tule Elk (CDC)
Las Americas (CDC)	P. Revere (Elem)	

Schools with Transition Programs

Balboa
Burton
O'Connell, John
Lowell
Mission
SOTA
T. Marshall
Wallenberg

SFUSD Special Education Programs at a Glance (2009-10)

Inclusion

Students who receive inclusion services are enrolled in general education classrooms. These services are provided to students who are non-severe to severely impaired. Students are provided with the appropriate accommodations and modifications to the core curriculum as outlined in their IEP by the Inclusion Teacher and/or additional classroom support staff. **Inclusion services are offered at the following schools:**

Alamo	K to 05
Alvarado	K to 05
Argonne.....	K to 05
Bryant	K to 05
Chavez, Cesar	K to 05
Chin, John yehall	K to 05
Clarendon	K to 05
Cobb, Dr. William L.	K to 05
D.Feinstein.....	K to 05
Fairmount	K to 05
Guadalupe	K to 05
Jefferson	K to 05
Key, Francis Scott	K to 05
King, Starr	K to 05
Lafayette	K to 05
Lakeshore.....	K to 05
Milk, Harvey	K to 05

Miraloma	K to 05
Monroe	K to 05
Ortega, Jose	K to 05
Parker, Jean	K to 05
Sloat, Commodore	K to 05
Stevenson, Robert L.....	K to 05
Sunset	K to 05
Sutro	K to 05
Taylor, E.R.	K to 05
Tenderloin	K to 05
Ulloa	K to 05
Webster, Daniel	K to 05
West Portal	K to 05
Claire Lilienthal	K to 08
Brown, Willie Jr	04 to 08
Giannini, A.P.	06 to 08
Hoover, Herbert	06 to 08
King, Dr. Martin L.	06 to 08
Lick, James	06 to 08
Mann, Horace.....	06 to 08
Roosevelt, Theodore.....	06 to 08
Galileo	09 to 12
Lincoln, Abraham	09 to 12
Marshall, Thurgood	09 to 12
Mission	09 to 12
Wallenberg, Raoul	09 to 12
Washington, George.....	09 to 12

Mobility and Vision Impairments

SFUSD will consider the enrollment requests of students with mobility and/or vision impairments on the basis of the accessibility of requested schools. If a student with a mobility or vision impairment has a sibling or siblings who wish to enroll in the same school as the child with a vision or mobility impairment, those siblings will be placed in accordance with the current enrollment policies and procedures.

Special Education Nurses

The following schools have specialized nurses trained to work with special education students with nursing requirements written into their IEP. Please note that this is the list of schools for the 2008-09 school year, and there may be modifications for the 2009-10 school year.

Elementary School: FS Key, Lafayette, Sunnyside

Middle School: Aptos and Denman

High School: Mission and Washington

Hearing Impairments

Staff at the magnet schools listed below have received specialized training to address the needs of students with hearing impairments. These schools will also have acoustical modifications to assist students with hearing impairments.

- Tule Elk (PreK)
- Cesar Chavez, Lafayette, Lilienthal (Elementary)
- Aptos, C. Lilienthal (Middle)
- John O'Connell (High)

Placement Process for DIS and RSP

Students who receive DIS services and students who receive resource specialist services follow the general education enrollment process and timeline.

Any student can apply to any SFUSD school. Parents/guardians are strongly encouraged to list 7 choices on their application forms.

The most significant determinants of a student's school assignment are parental choice and school capacity. Since SFUSD allows any student to apply to any school, there may be situations

where there are more requests than openings.

Whenever requests are greater than openings, SFUSD uses a process called the diversity index lottery to select some students over other students. The lottery is a formula, made up of five race neutral factors, that calculates the probability that in a given grade randomly chosen students will be different from each other based on the six race neutral factors.

Whether students receive one of their

choices depends on the number of seats available at the schools chosen, the number of students requesting those seats, the ranking of the choices, and, in some cases, the outcome of the lottery.

If a student does not get assigned to one of his/her choices, he/she will get offered an assignment to a school with openings. When making an offer to a non-requested school, SFUSD offers the school with openings that is closest to the student's home address.

Round 1 Placement Process for SDC, Inclusion, and Transition

The special education placement team in EPC receives reviews, verifies, and processes all applications for SDC, Inclusion, and Transition students. As part of the verification process, EPC's special education placement counselors make sure that the schools listed on the application form meet the applicant's needs as described in their IEP.

Students can only be considered for an assignment to a school that will meet their needs as described in their IEP.

A committee that includes the special education placement counselors, content specialists, and administrators from the Special Education Department review applications from students whose special education needs can only be accommodated at one or two sites.

Whenever possible, students are assigned to their highest ranked choice on their application form. If there are more requests than openings available at a particular site, students are selected by *random lottery*.

School site assignments for SDC, inclusion, and transition students are **not** based on SFUSD's diversity index lottery, which is used to determine school site assignments for general education, DIS, and RSP students. The *random lottery* process used for SDC, inclusion, and transition students does not use the diversity index characteristics; it is a random lottery.

Inclusion students only compete with Inclusion students for inclusion openings, SDC students only compete with SDC students for SDC openings, and transition students only compete with transition students for openings. The number of openings available for general education placements does not have an impact on SDC, inclusion, or transition assignment offers.

If, due to space limitations, SFUSD is not able to grant an assignment to one of the requested schools, or in instances where the parent/guardian has not submitted any requests, students are offered a designated assignment to a school with an appropriate program and with space available.

Key Dates

On time applicants have a greater chance of getting an offer to a school of their choice.

January 9, 2009

- Last Date to submit an application form for participation in Round 1

March 13, 2009

- Mail placement offers to Round 1 participants

March 27, 2009

- Last date to submit an application form for participation in Round 2
- Last date for Round 1 applicants to submit an amended application, and /or waiting pool request, and/or an appeal.

May 1, 2009

- Mail responses to Round 1 appeals and amended applications
- Mail placement offers to Round 2 participants
- Mail placement offers to SDC students in transitional grades who did not submit an application form.

2009-10

Educational Placement
Center
555 Franklin Street
Room 100
San Francisco, CA 94102

Phone: 415-355-6995
Fax: 415-241-6777

Find Special Education
Services on the SFUSD
web under "Departments"

Capacities (i.e., the maximum number of students a school/grade/program can accommodate) are established by the Principal, the Assistant Superintendents, and the Special Education Department. There are separate capacities for general education students, SDC students, and inclusion students. For example, a school may have the capacity to have 400 general education students in the 6th grade, 12 SDC students, and 12 inclusion students. General education, RSP, and DIS students can be assigned to the 400 openings set aside for 6th grade general education students. However, only SDC students can be assigned to the 12 SDC openings, and only inclusion students can be assigned to the 12 inclusion openings. This means that SDC students only compete with other SDC students for the 12 SDC openings, and inclusion students only compete with other inclusion students for the 12 inclusion openings. The number of applicants and openings for general education placements does not have an impact on SDC or inclusion assignments.

Options for families who do not get one of their choices

The following options are available to on-time applicants after they receive an assignment offer.

1. Families can submit an **amended application** form after they have received their assignment offer. Amended requests will be reviewed and assignments will be made based upon availability. SFUSD will use the same placement process described in this guide to assign students to schools listed on their amended application form.
2. Each student can be placed in one **waiting pool**. Waiting pool runs will occur in the spring of 2009, summer of 2009, and in September 2009.
3. Parents may file a **Medical Appeal**. Parents/guardians who believe their student has a serious medical condition that cannot be accommodated at the assigned school can file an appeal. Medical appeals will only be considered for students who have a serious, documented medical condition that cannot be met at the assigned school. The Medical Appeals panel will not consider appeals based upon medical conditions of relatives, nor those appeals based on non-medical issues, such as transportation.
4. Parents/guardians may file a **Family Hardship Appeal** if they can demonstrate that they have a **unique hardship** that cannot be met at the assigned school. Problems that are common to large numbers of families do not constitute unique family hardships. Similarly, medical problems, such as asthma and motion sickness that are experienced by many students, do not constitute a unique hardship.

More information about these options will be mailed to families who do not get one of their choices. Additional information can also be found in the Enrollment Guide and on the web at www.sfusd.edu.