

**STUDENT ENROLLMENT AND SCHOOL ASSIGNMENT**

**I. STUDENT ENROLLMENT.**

**A. Eligibility.**

1. **Proof of Residency.** Proof of residency is required for all new enrollments, including siblings of currently enrolled students in accordance with AR 5111.1 - District Residency. Please refer to the notification on currently accepted documentation.
2. **Health Requirements.** A physician's report on the student's health immunizations and a physical examination (completed within 18 months of starting 1<sup>st</sup> grade) are required for most newly enrolled students before entrance to school. Please refer to the notification on current requirements. These forms will become part of the student's permanent cumulative record folder.
3. **General.** Newly enrolled students must meet all eligibility criteria as outlined by the District prior to starting school.

B. **Enrollment Forms.** Parents/guardians may pick up the required enrollment forms at a school, the District Office, or download from the BRSSD website ([www.brssd.org](http://www.brssd.org)).

**C. Enrollment Periods for New Students for the Upcoming School Year.**

1. **First Enrollment Period.** The First Enrollment Period shall be in February based on the groupings and timeline described below, and in all cases with the exception of holidays and mid-winter break.
  - a) **New K-5<sup>th</sup> Grade Students with an Enrolled Sibling.** New students in Kindergarten – 5<sup>th</sup> grade whose siblings are currently enrolled in Kindergarten – 5<sup>th</sup> grade in a Belmont-Redwood Shores School District elementary school are to enroll as follows:
    - i. **Location:** Enrollment must be completed in person at the sibling's resident Elementary School.
    - ii. **Timing:** Parents are encouraged to complete enrollment in the first full week of February, however, priority will apply as long as enrollment is completed by the last day of February.
  - b) **New K-5<sup>th</sup> Grade Students without an Enrolled Sibling.** New students in Kindergarten – 5<sup>th</sup> grade who do not have siblings currently enrolled in Kindergarten – 5<sup>th</sup> grade in a Belmont Redwood Shores School District elementary school are to enroll as follows:
    - i. **Location:** At the location designated by the District.
    - ii. **Timing:** The second full week of February through the last day of February.
  - c) **New to the District 6<sup>th</sup> – 8<sup>th</sup> Grade Students (Does not apply to current 5<sup>th</sup> graders.)**
    - i. **Location:** At Ralston Middle School, 2675 Ralston Ave, Belmont, CA 94002.
    - ii. **Timing:** The first two full weeks of February.
2. **Second Enrollment Period.** There will be a Second Enrollment Period for students who have moved to the District on or after March 1<sup>st</sup>, or resident students who missed the First Enrollment Period.
  - a) **All New Kindergarten – 5<sup>th</sup> Grade Students.**
    - i. **Location:** Enrollment must be completed in person at the District Office, 2960 Hallmark Drive, Belmont, CA 94002.
    - ii. **Timing:** March 1<sup>st</sup> through the last day of the current school year.
  - b) **Enrollment of New 6<sup>th</sup> – 8<sup>th</sup> Grade Students.**
    - i. **Location:** At Ralston Middle School, 2675 Ralston Ave, Belmont, CA 94002.
    - ii. **Timing:** March 1<sup>st</sup> through the last day of the current school year.

3. **Third Enrollment Period.** There will be a Third Enrollment Period for students who have moved to the District after the last day of the current school year or resident students who missed the Second Enrollment Period.
  - a) **All New Kindergarten – 8<sup>th</sup> Grade Students.**
    - i. **Location:** Enrollment must be completed in person at the District Office, 2960 Hallmark Drive, Belmont, CA 94002.
    - ii. **Timing:** The day following the last day of the current school year until 2 to 4 days before the start of the new school year.
  
4. **Enrollment of New Students During the School Year.**
  - a) **All New Kindergarten – 5<sup>th</sup> Grade Students.**
    - i. **Location:** Enrollment must be completed in person at the District Office, 2960 Hallmark Drive, Belmont, CA 94002.
    - ii. **Timing:** All year.
  - b) **Enrollment of New 6<sup>th</sup> – 8<sup>th</sup> Grade Students.**
    - i. **Location:** At Ralston Middle School, 2675 Ralston Ave, Belmont, CA 94002.
    - ii. **Timing:** All year.

## II. **SCHOOL ASSIGNMENT FOR K – 5<sup>th</sup> GRADE.**

- A. **Currently Enrolled Students.** Students who reside in the District and are currently enrolled in a particular school will be considered residents of that school and may continue to attend that school, and will not be displaced from the school in which they are enrolled.
  
- B. **New Students with an Enrolled Sibling.** Siblings of currently enrolled students residing in the District are also considered residents of the sibling's school and will be enrolled in that school if they choose, so long as:
  1. A currently enrolled sibling was in attendance at that school at the time of the new enrollment.
  2. The school has sufficient facility capacity as determined by the Superintendent/Designee.
  3. Class size within that grade level at that school remains within acceptable district levels as determined by the Superintendent/Designee.
  4. Enrollment was completed within the First Enrollment Period (as defined in the publicly advertised enrollment dates in February).
  
- C. **New Students without an Enrolled Sibling.** Assignment of students in K-5<sup>th</sup> grade shall be made using an objective process that takes the following into consideration:
  1. **District Placement Needs.** The District reserves the right to place students in particular schools based upon a goal of creating equitable facility capacities and class sizes across the grade levels and schools. The District also reserves the right and has the responsibility to place students based upon identified special educational needs.
  
  2. **Facility Capacity.** Facility capacity, as determined by the Superintendent/Designee, considers conditions of each school such as common student instructional and meeting areas. These areas include, but are not limited to, play areas, physical education areas, and school lunch areas. The determination of capacity will be in accordance with local and state capacity restrictions and general safety conditions as determined by the Superintendent/Designee.
  
  3. **Class Size.** Minimum and maximum class size within and across schools will be determined by district policy, collective bargaining agreements and available district funding.

4. **Proximity of Residence to the School.** Proximity is determined by walking distance as measured by a uniform Geographic Information System (GIS) to predetermined entry points of each school.

5. **Minimization of Total Walking Distance.** An algorithm that minimizes the total walking distance travelled by all students across the district will be used.

D. **Filling Openings.** In the event a space becomes available at a school when the school year begins, the District will refer to the Algorithm-generated list of students who were not assigned to their closest school (based on distance) to fill that opening, with priority given to students enrolled in the first enrollment period, as appropriate.

### III. **SCHOOL ASSIGNMENT BY THE DISTRICT FOR 6<sup>th</sup> – 8<sup>th</sup> GRADE.**

A. All students in the 6<sup>th</sup> to 8<sup>th</sup> grade will be assigned to Ralston Middle School.

### IV. **TIME LINE TO INFORM STUDENTS OF SCHOOL ASSIGNMENT.**

A. Students who enrolled during the First Enrollment Period will usually be notified of school assignment by April 1.

B. Students who enrolled during the Second Enrollment Period will usually be notified of school assignment by July 1.

C. Students who enrolled during the Third Enrollment Period will usually be notified prior to the opening day of school.

D. Students who enrolled during the school year will be notified as soon as possible following enrollment.

### V. **CHANGE OF RESIDENCE OR ENROLLMENT STATUS.**

A. Students who move residences within the District will have the option to remain at their current school. If they choose not to, they will be assigned to a new school based on space availability. Each such student shall be required to submit current proof of residency.

B. Students who withdraw from the District and return to the District will be assigned to a school based on space availability.