

## “FREQUENTLY ASKED QUESTIONS”

**Our Enrollment Center  
is located in the Front Office Complex at Latimer Site.  
School sites do not handle student registration.**

⇒ **New students** enrolling in Moreland the **remainder of the 2009-10** school year are to register at the Enrollment Center

⇒ **Incoming Kindergarten and all new students** enrolling for the **2010-11** school year are to register at the Enrollment Center.

The following questions are those most frequently asked by parents registering students in our district. Information includes responses to questions regarding:

- **Basic registration and enrollment**
- **Age and school entry requirements**
- **District residency verification process and documentation requirements**
- **Grade level placement, including requests for grade level retention and/or acceleration**
- **Open Enrollment information and procedures**
- **Interdistrict Transfer information and procedures, and**
- **Requests for Independent Study when the absence is adjacent to a school break or vacation period.**

### Where do I go to register my child for school?

All new student registration is processed centrally at the Enrollment Center for the Moreland Elementary School District. Registration is required for students enrolling in the Moreland Elementary School District for the first time or returning to the Moreland Elementary School District after having withdrawn from school. Proof of District residency or an approved interdistrict attendance agreement is required for all new and students returning to the District after having withdrawn.

Parents/guardians must register their students at the Moreland Elementary School District Enrollment Center:

Moreland Elementary School District  
Enrollment Center – Latimer Campus  
4250 Latimer Avenue  
San Jose, CA 95130

**You may register in person Monday – Thursday from 8:30 AM to 4:00 PM. The Enrollment Center is closed on Fridays.** The registration process takes 20 to 30 minutes to complete. In order to complete your registration in one day, you must arrive with completed forms and required documentation by no later than 3:30 PM.

### What information do I need to provide in order to register my child for school?

Registration forms are available at the Enrollment Center on the Latimer School Campus. Due to duplication and student record requirements, no forms are available on-line. Parents may either complete the forms at the Enrollment Center or pick up the forms and complete the registration process at a later date.

As a reminder, in addition to the registration forms, you will need to provide:

1. **Proof of District Residence documentation.**

⇒ By law, Moreland School District may only register students who reside within District boundaries or those who have been approved to attend Moreland School District on an interdistrict transfer. In addition, California law

requires parents to verify their residence within the District on an annual basis. The District is required to keep proof of District residency on file for all students. Please bring originals as requested for us to photocopy. You may request to have financial or sensitive information covered prior to copying. Your originals will be immediately returned to you. If it was determined that false information was provided to verify district residency, the student will be disenrolled.

2. **Proof of birth date and student's legal name** (certified copy of birth certificate is preferred)
  - ⇒ California has established a statewide Student Information System known as CALPADS (California Longitudinal Pupil Achievement Data System). CALPADS requires that all students enrolling in California public schools be registered under their legal names. For this reason, Moreland School District requires
    - ⇒ a certified copy of the student's birth certificate OR
    - ⇒ a foreign passport or consulate-issued birth verification document showing the student's full legal name and established birthdate.
3. **Immunization verification card** showing that your child has fulfilled state and county health requirements, including Hepatitis B, Varicella (chicken pox) and a **Mantoux Tuberculosis Skin Test**. ***The TB test must include the date of the test, date read, and the documented results as certified by the medical professional/clinic. For registration purposes, the TB test must be given and read after March 2009.***
4. **Kindergarten Students Only:** Completion of the following:
  - **Oral Health Assessment:** California law requires that your child have an oral health assessment (dental check-up) by May 31<sup>st</sup> of the first year of school attendance (Kindergarten). The law specifies that the assessment must be done by a licensed dentist or other licensed or registered dental health professional. Assessments completed within 12 months prior to school entry also meet this requirement
  - **Health Examination Certificate (CHDP):** Must be completed by a health care professional *prior to first grade*. However, for your child's health and safety, we strongly suggest this be completed prior to kindergarten entry, anytime after March 1, 2010.

Note: Immunizations and health examinations do not need to be up-to-date in order to begin registration. However, unless otherwise noted, they must be up-to-date and submitted to the Enrollment Center before your child may begin school.

**Open Enrollment Registration Deadlines:** If you are registering in advance for Fall 2010 and participating in Open Enrollment, please see the sections on Open Enrollment for important dates and deadlines.

### What types of residency documentation do you accept?

**Residency documentation** assists in establishing that you and your child reside full-time within the Moreland Elementary School District boundaries. You must provide **documentation in your name** that shows you and your family physically reside full-time at the stated address (**primary residence**). Both the name of the parent/guardian and the address must be stated on the documentation presented. Moreland Elementary School District accepts the following as verification of district residency:

As noted below, THREE (3) documents are REQUIRED to establish residency.  
Post Office boxes do not meet residency requirements. Only street addresses are accepted.  
Additional documents are required to complete the registration process.

\_\_\_\_\_ Parent's Picture Identification

- Current Driver's License or
- Current California State ID card or
- Valid Consulate Issued Picture ID

\_\_\_\_\_ Verification of Residency within the Moreland School District

- Closing Escrow Agreement or Mortgage Statement or
- Lease/Rental Agreement

**AND**

- Current PGE bill or
- Current cable/Direct TV bill or
- Vehicle Registration

\_\_\_\_\_ Verification of Student's Age

- Original Birth Certificate

\_\_\_\_\_ Immunization Record **and**

- Incoming Kindergarten students **must present** written evidence of a Mantoux (PPD) skin test given and read within the last **18 months to register**. (After March 2009)

If a parent and child are living with another family within the District boundaries or renting a room in a residence, documentation requirements still must be met. Contact the Enrollment Center office for registration information. Under certain conditions, Moreland Elementary School District accepts interdistrict attendance agreements approved by the district of residence as valid proof of residency. The interdistrict attendance agreement must be approved by Moreland Elementary School District before registration is completed.

***Please note: If, at any time, the District determines that false documentation was provided to verify residency, the student will be immediately disenrolled from the Moreland School District. The family will be required to register the student in the district in which they reside and will not be permitted to return to Moreland School District.***

**What if I don't have all the documents you require?**

You are welcome to come to the Enrollment Center with any and all current official documents you do have that may assist us in verifying your residency within the district. If required, please call the Enrollment Center to arrange a time for you to meet with a District administrator.

**At what age may my child attend Kindergarten?**

At this writing, your child must be **five years old on or before December 2, 2010** in order to be eligible for Kindergarten in the 2010-11 school year. Due to attendance restrictions and space considerations, Moreland School District does not offer early entry into kindergarten.

**What grade will you place my child in? May I change that placement?**

In keeping with California law, Moreland Elementary School District **places students in the same grade level they would have attained in the regular course of their educational career**. This means that students cannot be retained or accelerated to the next grade based solely on parental request. Documentation from the child's previous school of attendance regarding retention or acceleration is required for Moreland to honor any request to retain or accelerate a grade level.

Students entering from out-of-country are placed in the same grade level they would have attained had they attended school in the United States. Grade level acceleration or retention based on English proficiency is not a factor in grade level placement.

If you believe your child's grade level placement is not appropriate, you must provide the school with documentation to support your request for a change in placement. The Enrollment Center is not authorized to handle requests for grade level changes. Please make an appointment to meet with the Principal at your child's school. The final decision regarding grade placement rests with the school.

**I would like my child to attend a school other than our neighborhood school. I have heard that we do this during Open Enrollment. What is Open Enrollment?**

Open Enrollment provides Moreland Elementary School District (MSD) residents an opportunity to request school placement for their children regardless of where they live within the District. **The Open Enrollment for the 2010-11 school year is February 1, 2010 through March 4, 2010. Open Enrollment is an option only for Moreland School District residents only.** Students attending MSD schools on interdistrict transfers must apply annually through an Interdistrict Attendance Request. Please see the section on Interdistrict Transfers for more information.

MSD fills requests depending on available space and in compliance with California law and Governing Board policies 5116.1 and 5116.11 (Easterbrook Discovery School). Priorities in placement exist under both policies. Detailed information regarding priorities in placement and Open Enrollment procedures accompany all Open Enrollment forms.

**At its January 12, 2010 meeting, the Board of Trustees deferred the school site capacities for the 2010-11 school year to their January 26<sup>th</sup> meeting. At this time there is no information regarding capacities and/or information on which school sites may be able to offer Open Enrollment. Please check back on Wednesday, January 27<sup>th</sup> for detailed information.**

Please be certain to read all sections of the FAQs for Open Enrollment for additional information.

**Open Enrollment forms will be available at the Enrollment Center on January 28, 2010. You may not register on January 28th, only pick up the necessary forms. Open Enrollment will begin on Monday, February 1st and continue until 3:00 on Thursday, March 4th. Completed forms must be returned to the Enrollment Center by 3:00 PM on March 4, 2010.** Late applications will not be accepted. **Only those students who have completed the registration process and have verified residency within the District will be permitted to participate in Open Enrollment.** Should we receive more requests than space is available at a given site(s), a random, unbiased lottery will be held during April 2010. Parents will be notified of the date, time, and location of the lottery.

**I'd like to take a tour of the school before I complete an Open Enrollment application? Is that possible?**

We welcome you to attend school tours. Tour dates and times will be posted on our website during the month of January. Please make every effort to attend the tours at the times specified as these are the only tour dates and times available.

**My child was placed at one of the schools during Open Enrollment last year. Do we have to reapply in order to stay?**

No. Once your child has been placed at a school on an Open Enrollment transfer, s/he is able to remain until s/he completes grade 5 the last grade offered in the elementary program. If your child attends Easterbrook Discovery, however, and wishes to enter the middle grades program, you must apply for Open Enrollment into 6<sup>th</sup> grade.

**May I apply for more than one school for Open Enrollment?**

No. You are limited to one school choice. If you apply for more than one school, none of the applications will be considered.

**What happens if you get too many Open Enrollment requests for a school?**

If we receive more applications than we have space available at a school site, we will hold a random, unbiased lottery for the available spaces. Those who are not placed at the school through the lottery process will be placed on a waiting list in the order of the lottery draw.

### **If my child is placed on the lottery waiting list for a school, what are my chances for getting in?**

An Open Enrollment lottery waiting list occurs when the district received more requests for placement during Open Enrollment than the school has available. If the school does not have sufficient excess capacity to permit Open Enrollment, those sites will be closed for Open Enrollment and no requests will be taken. These sites will also be closed to new interdistrict transfer requests.

If the site has sufficient space, but receives more requests than there is space available, we will hold a lottery for placement. Students who do not receive placement at the time of the lottery will be placed on a waiting list in the order of the lottery draw. If the student is placed on a waiting list and space is available **after school starts**, then we will call students from the waiting list in the order of the lottery draw. No lottery placements will be made **until we have confirmed that available space exists for the current and future school years**. This is a process that takes time and decisions are usually made by the third week of school.

Students on the lottery waiting list may not be held out of school awaiting placement. **Students on the waiting list must be enrolled and attending their Moreland School District neighborhood school to be eligible for placement from the lottery waiting list.** The wait list will remain active and in force until the third week of school. After that, any remaining spaces will be assigned to new incoming students as they enroll into our district.

### **Do you maintain waiting lists other than those from Open Enrollment?**

Given the capacity restrictions of our sites and our continuing need to place residents as they enroll in the district, no other waiting lists will be maintained by the District. Since enrollment is centralized in our district, schools do not maintain site-level waiting lists.

### **How do I obtain an Interdistrict Transfer?**

#### ***Transferring into the Moreland Elementary School District:***

Students who wish to transfer to Moreland Elementary School District should contact their district of residence and file an interdistrict transfer. **Transfers must first be approved by the resident district and, when applicable, the Special Education Office.** Due to space and enrollment considerations, Moreland Elementary School District may limit the number of incoming interdistricts for impacted schools, programs or grade levels.

**Students on interdistrict attendance agreements must exhibit satisfactory attendance, academic progress, and behavior in order to be accepted by and remain enrolled in the Moreland Elementary School District.**

Transportation is not provided for students attending Moreland Elementary School District on interdistrict. Transportation is the responsibility of the parent/guardian.

Placement of interdistrict students will be made only after all MSD residents have been placed. Students currently attending MSD on an interdistrict transfer must renew their transfer request by the deadline noted in their renewal letter. As long as space remains available in the program and school site requested AND the student meets the requirements of on-time, regular school attendance, satisfactory academic progress, and acceptable school behavior, students currently attending MSD schools on an interdistrict transfer may continue their placement at their current MSD school.

However, due to space and enrollment considerations, Moreland Elementary School District may not be able to accommodate new requests for placement at impacted schools, programs or grade levels. Students, including new incoming siblings of current interdistrict students, will be assigned where space is available.

**Special Note to current fifth grade students attending EDS on an interdistrict transfer:** Students in 5<sup>th</sup> grade at EDS in the 2009-10 school year desiring placement in the middle grades program at EDS as 6<sup>th</sup> graders are not eligible to participate in Open Enrollment. Placement at the EDS middle grades program for interdistrict students must be requested through an

interdistrict transfer. Placement will be made only if space is available AND the student has exhibited satisfactory behavior, attendance, and academic progress while enrolled at EDS.

### ***Transferring out of the Moreland Elementary School District:***

Students who live within the boundaries of the Moreland Elementary School District and would like to attend school in another district may apply for an interdistrict transfer. The Interdistrict Transfer form is available at the Enrollment Center or may be downloaded from our website. Forms are available online as well as from the Enrollment Center. Transfers must be approved by the Moreland Elementary School District and, when applicable, the Special Education Office, before submission to the district requested.

**We would like to take an extended family trip or visit family elsewhere while school is in session. What is the process for requesting independent study in these situations? Will our child's place be held for him/her?**

All students in the Moreland school district are expected to have on-time, regular school attendance. This means that students must be in school each day unless absence is authorized by valid excuse. Valid excuses include absences for illness, deaths in the family, medical/dental appointments, or court appearance. All absences must be verified by school personnel. Additional verification may be required when the validity of the reason provided by the parent is in question.

**Family vacations or trips during the school year to visit family elsewhere are unexcused absences under California Education Code.** Students should not be absent from school or request independent study contracts for such purposes. Students must be in regular attendance to be guaranteed a continuing space at an impacted school.

Please note that if an independent study contract is requested in these circumstances and denied by District officials, an alternate excuse for the absence during that same period will be in question or fully investigated by the District. If it was determined that the family provided false verification of absence, the District Attorney's office will be notified and a hearing scheduled.