

SECONDARY FUNDAMENTAL PROCEDURES

PRIORITY / SIBLING REGISTRATION

Each year the dates are established for priority/sibling registration to take place at the secondary fundamental schools.

Intermediate Priority Registration:

Any 5th grade student, currently enrolled in a fundamental elementary school has priority in registering at a fundamental intermediate school. The 5th grade students are given a Letter Of Intent. This letter must be completed and returned to the fifth-grade teacher by the due date designated. When the Letter of Intent has been returned on time, the elementary teacher will send home with the student a registration packet for the fundamental intermediate school that has been chosen.

The parent of the fifth grader must personally return the fully completed priority registration packet to the intermediate school that they chose by the due date designated. Incomplete or improperly completed packets will not be processed and will be returned to the parent. If the deadline is missed, the parent must follow the Open Registration procedures (Lottery)

Intermediate Sibling Registration:

If a current 6th – 8th grade fundamental student has a 5th grade sibling, they will be eligible for priority registration. A site-created letter is given to all current students asking them if they have a 5th grade sibling. Those students who return the form informing the school that they do have a sibling will be given a priority registration packet and information on the due dates and procedures for registering. The parent/student must return the fully completed registration packet by the designated due date. Incomplete or improperly completed packets will not be processed and will be returned to the parent. If the deadline is missed, the parent must follow the Open Registration procedures (Lottery).

Fully Fundamental High School Sibling/Priority Registration:

Fully Fundamental High Schools (i.e. Godinez), do not have priority registration from the fundamental intermediate schools. Incoming 9th grade students must follow the Open Registration procedures (Lottery).

If a current 9th – 12th grade fundamental student has an 8th grade sibling, they will be eligible for Sibling Priority Registration. Eligible families, should they elect the fundamental program and meet the deadlines, may pick up a priority enrollment packet from the Counseling Center during the designated dates. The parent/student must return the fully completed registration packet by the designated due date. Incomplete or improperly completed packets will not be processed and will be returned. If the deadline is missed, the student/parent must follow the Open Registration procedures (Lottery).

Neighborhood / Fundamental High School Priority Registration:

Neighborhood/Fundamental High Schools (i.e. Segerstrom) have priority registration for students whose residence is in the Segerstrom High School attendance boundary. Eligible families, should they elect the fundamental program and meet the deadlines, may pick up a priority enrollment packet from the Counseling Center during the designated times. In order to pick up a packet, a parent/guardian must show the registrar documentation verifying address. Address verification as evidenced by one of the following documents: current utility bill (gas, electric, water, trash, phone-land line), or MediCal statement as proof that the student is a resident of the Santa Ana Unified School District (not the city but the school district).

If a current 9th – 12th grade fundamental student has an 8th grade sibling, they will be eligible for Sibling Priority Registration. Eligible families, should they elect the fundamental program and meet the deadlines, may pick up a priority enrollment packet from the Counseling Center during the designated dates. The parent/student must return the fully completed registration packet by the designated due date. Incomplete or improperly completed packets will not be processed and will be returned. If the deadline is missed, the student/parent must follow the Open Registration procedures (Lottery).

OPEN REGISTRATION/ LOTTERY PROCEDURES

After eligible students are enrolled through the priority/sibling registration, any fifth-grade or eighth grade student who lives within the boundaries of the Santa Ana Unified School District can participate in the lottery process to fill the remaining sixth-grade or ninth-grade openings.

Lottery enrollment will be through a random, computerized process. Parents must submit a lottery card to each of the schools under their consideration. All of the school offices will have lottery cards to complete and submit during a designated time period. Only an adult (18 years or older) will be allowed to submit a lottery card. The following information is needed upon completing a lottery card (A)*:

- Name and birth date of student being enrolled
- Names, addresses, home phones and work phones of parents/guardians (including area codes)
- Student address and phone number
- Address verification as evidenced by one of the following: gas, water, electric or waste management utility bill, phone-land line only, mortgage/rental payment receipt, property tax bill (dated within the past year), current car registration (dated within the past year), car insurance statement (dated within the past year), current bank statement (dated within the past month with Santa Ana City address, federal or state income tax forms (dated within the past year, or a letter from the primary resident/owner with names of students, parents and address listed and a current date, or district form as proof that the student is a resident of the Santa Ana Unified School district (not the city but the school district).

No other documentation will be accepted.

*Any student who does NOT meet the above criteria can fill out a lottery card B. Lottery B will also go through a random, computerized process. Only after all students on Lottery A are exhausted would students from Lottery B be called in for enrollment.

Once the lottery card submission deadline has passed, the SAUSD computer center will randomly order the lottery card numbers for each school. Students will be eligible for enrollment according to the number of spots are available and the order in which the lottery number was sorted. Each school will post a list of its own individual results on a designated day. Parents would need to check the posted results and pick up a registration packet at their school of choice if their lottery number was selected. Parents of selected lottery numbers must pick up a registration packet during a designated time period. Students who weren't selected for registration will be put on a waiting list according to the random order of the lottery card number.

If a student was selected to attend more than one fundamental school, the parent/student must choose the school they desire to attend and their name will be removed from the other school's list. At the intermediate site, if a student is selected to attend a fundamental school and would be placed on a waiting list at any of the other fundamental sites, the student/parent will have to decide if they want to accept the open spot and be removed from the other waiting lists or decline the selected spot and remain on the waiting list for the other school(s).

Registration packets of those selected students must be fully completed and returned by the designated due date. The packets of those students that were not returned on time and fully completed will be placed on the bottom of the waiting list.

WAITING LISTS

Students who did not get in through the lottery will be placed on a waiting list at each site according to the order in which they were randomly sorted. Students who want to enroll in the school after the lottery has been completed will be placed at the end of the waiting list.

As a spot opens up at the school, the student will be called from the waiting list in a descending order. If the student declines enrollment or fails to complete the necessary enrollment documents within 3 business days, that student will be removed from the list and the next student will be called. At the end of the school year the waiting list will roll over into the next school year.

If a student was on the waiting list of one fundamental school but was selected at another fundamental school and chose to accept the enrollment, their name will be dropped from the other school(s) waiting list.

Waiting Lists at Fundamental / Neighborhood High Schools (Segerstrom)

The procedures for putting students on a waiting list are the same for the Fundamental/Neighborhood High Schools (i.e. Segerstrom) with one exception. Students who live in the attendance area of that high school, according to valid documentation, will be placed on a separate waiting list than the other students who qualify to be enrolled but live outside of the attendance boundaries of the high school. Students on the attendance area (neighborhood) waiting list will be called off first in a descending order.

If that waiting list is exhausted, students on the non-attendance boundary list will be called in a descending order.

FUNDAMENTAL CONTRACT / PROBATION

Enrolled students and parents sign the fundamental contract which outline agreed upon conditions of enrollment.

Students who violate the contract will be placed on probation due to behavioral or attendance issues. Parent contact is made and a probation letter will be given to the student/parent informing them that if the student continues to violate their contract, they will be expected to return to their neighborhood school and no longer enrolled at the fundamental school (non-invites).

NON-INVITES

Students who are on probation but continue to violate the agreed upon contract will be informed that they are to return to their neighborhood school. If the neighborhood school is Segerstrom, students will be directed to enroll at the nearest high school with availability. Parent contact is made and a non-invite letter will be given to the student/parent informing them that they are to enroll at their neighborhood school. Non-invites occur at the end of a given semester.

The administration at the fundamental school will contact the neighborhood school's (or nearest high school with availability if Segerstrom is the neighborhood school) administration and inform them of the students who were non-invites in order for the receiving school to be prepared for their enrollment. A copy of the non-invites is also to be sent to the Director of Pupil Support Services for their records.

RELEASE OF PROBATION

Students who have been placed on probation and who have had two consecutive semesters of improvement in fulfilling their contract can be released of probation status. A letter will be given to the student/parent informing them that they are no longer on probation. If the student returns to violating the contract after being released, the school administration can again place the student on probation.