

**ENROLLMENT APPLICATION**

**TOUR DATE:** \_\_\_\_\_

**Student Information**

<u>FIRST / MIDDLE / LAST NAME (AS LISTED ON BIRTH CERTIFICATE)</u> / /	<u>NICKNAME (IF ANY)</u>	<u>BIRTH DATE</u>	<u>CIRCLE ONE</u> Male / Female
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<u>GRADE APPLYING FOR</u>	<u>CURRENT OR LAST SCHOOL (INCLUDING PRESCHOOL) SCHOOL NAME/CITY/ST:</u>	<u>CURRENT GRADE</u>
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<u>CITY &amp; STATE OF BIRTH</u>	<u>COUNTRY OF BIRTH:</u>
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EVER SUSPENDED FROM SCHOOL FOR DISCIPLINARY REASONS? <i>Yes No N/A</i>	<u>IF YES, PLEASE EXPLAIN:</u>
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TRANSFERRING SCHOOLS FOR SAFETY OR BEHAVIORAL REASONS? <i>Yes No N/A</i>	<u>IF YES, PLEASE EXPLAIN:</u>
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<u>STUDENT'S HOME ADDRESS</u>	<u>CITY</u>	<u>ZIP</u>
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<u>STUDENT'S HOME PHONE</u>	<b>Add to waitlist for current school year?</b> <i>Yes No N/A</i>
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**How did your hear about Creative Arts Charter School?**

**Name(s) and Grade(s) of Siblings**  enrolled or  applying to Creative Arts Charter School:

**Racial/Ethnic Identification** (Used for state/federal reporting only. Mark "1" next to primary ethnicity and mark "x" next to each additional ethnicity the student identifies with.)

<input type="checkbox"/> African American	<input type="checkbox"/> Filipino	<input type="checkbox"/> Korean	<input type="checkbox"/> Samoan	<input type="checkbox"/> Middle Eastern
<input type="checkbox"/> American Indian	<input type="checkbox"/> Hispanic/Latino	<input type="checkbox"/> White	<input type="checkbox"/> Southeast Asian (Cambodian, Laotian, Thai, Vietnamese, etc.)	<input type="checkbox"/> Other Non-White
<input type="checkbox"/> Chinese	<input type="checkbox"/> Japanese	<input type="checkbox"/> Arabic	<input type="checkbox"/> Decline to State	

<b>Home Language Survey</b> Students with a language other than English as reported b parents in response to these questions are required by state law to take the CELDT test to assess English proficiency.	<i>What language did your child first learn when s/he began to talk?</i>	<i>What language does your child use most frequently at home?</i>	<i>What language do you use most frequently to speak to your child?</i>	<i>What language do the adults use most frequently at home?</i>
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<b>Special Needs</b> <i>If any of the following is "yes" please attach a copy of IEP or other written documentation.</i>	Is student vision impaired? <b>Yes No</b>
Is student currently receiving special education services? <b>Yes No</b>	Is student hearing impaired? <b>Yes No</b>
Does the student have a health condition that may affect Educational needs? <b>Yes No</b>	Is student mobility impaired? <b>Yes No</b>
	Is student in a wheelchair? <b>Yes No</b>

Does your family live in Public Housing? <b>Yes No</b>	Does your family participate in Cal Works? <b>Yes No</b>
Does your family receive Section 8 assistance? <b>Yes No</b>	Is your family eligible for free/reduced lunch? <b>Yes No</b>

**Parent/Guardian Information**

Parent / Guardian I	Parent / Guardian II
<u>NAME (FIRST/LAST)</u>	<u>NAME (FIRST/LAST)</u>
<u>RELATIONSHIP TO STUDENT</u>	<u>RELATIONSHIP TO STUDENT</u>
<u>HOME ADDRESS (IF DIFFERENT)</u> <input type="checkbox"/> CHECK IF SAME AS STUDENT	<u>HOME ADDRESS (IF DIFFERENT)</u> <input type="checkbox"/> CHECK IF SAME AS STUDENT
<u>CITY, STATE, ZIP (IF DIFFERENT)</u>	<u>CITY, STATE, ZIP (IF DIFFERENT)</u>
<u>HOME PHONE (IF DIFFERENT)</u>	<u>HOME PHONE (IF DIFFERENT)</u>
<u>WORK PHONE</u>	<u>WORK PHONE</u>
<u>CELL PHONE</u>	<u>CELL PHONE</u>
<u>EMAIL ADDRESS</u>	<u>EMAIL ADDRESS</u>
<u>PARENT/GUARDIAN EDUCATION LEVEL:</u> <input type="checkbox"/> Some high school <input type="checkbox"/> High School Graduate <input type="checkbox"/> Some College <input type="checkbox"/> College Graduate <input type="checkbox"/> Graduate School (masters, etc.)	<u>PARENT/GUARDIAN EDUCATION LEVEL:</u> <input type="checkbox"/> Some high school <input type="checkbox"/> High School Graduate <input type="checkbox"/> Some College <input type="checkbox"/> College Graduate <input type="checkbox"/> Graduate School (masters, etc.)

*Note: Applications will be considered incomplete if information, documentation and/or tour date is not provided. Providing false information will cancel this application or, if student has been enrolled, will cause student to lose placement. By your signature below, you affirm that the information provided on this application, and the accompanying documentation, is true and correct. Also, you understand and agree to Creative Arts Charter School's family participation program. Each family contribute 40 volunteer hours per school year.*

<b>PARENT/GUARDIAN SIGNATURE</b>	<b>PRINTED NAME</b>	<b>DATE</b>
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OFFICE USE ONLY	Date Received	Proof of Addr 1	Proof of Addr 2	Proof of Birth	Offer Date	Start Date	Date faxed to SFUSD
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# Creative Arts Charter School

## ADMISSION PROCEDURES REV 101004

Creative Arts Charter School (CACS) is non-sectarian in its programs, admissions policies, employment practices, and all other operations, does not charge tuition, and does not discriminate on the basis of race, ethnicity, national origin, sexual orientation, gender identity or disability. Admission is for children whose ages meet the current California Education Code requirements and who reside in California.

**PRIORITY APPLICATION PERIOD:** Begins the date of the first school tour and continues through the last school day of January at 2 p.m.

**SUBSEQUENT APPLICATION PERIOD:** First school day of March through mid-June.

**APPLICATION SUBMISSION:** Applications should be mailed with copies of documentation to 1601 Turk Street, San Francisco, 94115, or dropped into our mail slot at the same address. If you need assistance, offices hours are school days from 8:30 a.m. until 4:00 p.m. (Tuesdays 8:30 a.m. to 1:30 p.m). Incomplete or unsigned applications will not be processed. (Applications missing required documentation are considered incomplete.)

**REQUIRED DOCUMENTATION:** The following documentation must be submitted with your application.

For verification of birth date, one (1) document is required for all applicants. Provide a legible copy of your child's birth certificate, hospital record, passport or baptismal certificate. (If document does not contain the parent/guardian name, additional guardianship verification is required.)

For verification of parent/guardian, provide a copy of a picture identification.

For verification of address, two (2) documents are required for all applicants. Provide legible copies of the following documents. (The parent or guardian's name and home address must be listed.)

Two (2) proofs of home address that include the name and address of the parent/guardian. Any two(2) of the following original documents dated within the last 45 days need to be provided:

- Utility bill from different agencies such as PG&E, water, cable or garbage. No cell phone bills will be accepted.
- Both automobile registration and auto insurance (count as [1] one Proof).
- Homeowner's or renter's insurance policy.
- Property tax statement.
- Official letter from a social service/government agency.
- Grant deed, Title of property or rental/lease agreement with property owner's documentation.

For verification of special education services, a copy of the most recent IEP or other applicable documentation is required.

**SCHOOL TOURS:** A school tour is strongly recommended before January 20, 2010. See [creativeartscharter.org](http://creativeartscharter.org) for dates and times.

**PLACEMENT OFFERS:** Initial Offers will be mailed mid-March. Subsequent Offers will be made on a space available basis.

**STUDENT SELECTION:** A random public lottery will be scheduled, with the date posted to the public. Initial Offers will be made based on lottery number order and student selection priority factors.

**STUDENT SELECTION PRIORITY FACTORS:** The school shall grant priority in admissions according to the following factors:

- **Gender Balance:** CACS shall maintain a gender balance of 50% (+/-10%) in each classroom.
- **Advancement/Retention:** Enrolled students being considered for grade advancement or retention.
- **Children of Staff:** Children related by blood, marriage or legal adoption of current full-time staff.
- **Siblings:** Siblings of offered/enrolled students. Siblings are children related by one or more of the same parents by blood or legal adoption, or legal guardianship.
- **San Francisco Residents:** Admission shall be open to all students in California, with admission preference given to residents of San Francisco.

**DIVERSITY STATEMENT:** CACS will actively recruit a diverse student population whose families support the school's mission and educational philosophy. CACS will strive to attain a racial and ethnic balance reflective of the City of San Francisco.

**WAITING LISTS:** Applicants will remain on the waiting list until enrolled, or until a request is made to be removed. Once an offer is declined, applicants will be removed from the waiting list unless it is requesting to remain on the waiting list. Applicants who request to remain on the waiting list will forfeit their lottery number and will receive a new number in a subsequent lottery.