

2021-2022 New Student Registration Process

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Preparing for Registration



Age Requirements - Eligibility

Handbook p. 4

- Students are eligible to enroll in **Kindergarten** if their 5th birthday is on or before *September 1, 2021*
- Students are eligible to enroll in **Transitional Kindergarten** if their 5th birthday falls on or between *September 2 – December 2, 2021*
- Students who turn 5 on December 3, 2021 or after, are ***not eligible*** to enter Kindergarten or TK this school year - they will enter in 2022-2023 – Ed Code, *no exceptions*

STEP 1: School of Assignment



STEP 1: Determine your child's school of assignment

Handbook p. 4

- To find your child's school of assignment:
www.smfcsd.net → [Registration/Enrollment & Transfers](#) → [School Assignments](#)
- All students in the District are assigned to a school based on their address of residence.

Step 2: Registration Documents



STEP 2: Collect all required registration documents

Handbook p. 5

- Required registration documents must be **complete and up-to-date** in order to be accepted by the school office.

Registration Documents



REGISTRATION DOCUMENTS

Handbook pgs. 5 & 6

1. Proof of Student's Age: Student's certified birth certificate, passport, duly attested baptismal certificate, certified statement by the local registrar or county recorder certifying the date of birth. When none of the foregoing documents is obtainable, an affidavit of the parent/guardian.
2. Child's original, up-to-date immunization record
3. Child's original Report of Health Examination for School Entry (encouraged at Kindergarten, but not required until 1st grade)
4. Parent/Guardian current photo identification - current California State Driver License, current California State ID Card or Valid Passport or Consulate Issued Picture ID, or other photo identification.

Registration Documents



REGISTRATION DOCUMENTS

Handbook pgs. 5 & 6

5. Proof of District Residency -

Group One (select one):

- Current rental/lease agreement listing the parent/guardian name, student name(s), and name of property manager/owner and telephone number
- Current property tax bill
- Current homeowner's or renter's insurance policy
- State or federal tax return with a W-2 attached (please remove social security number and income information from these documents before submitting)
- Payroll/check stub with name and address
- Voter Registration

Group Two (select one):

- Current utility bill (e.g. PG&E, telephone, water, garbage, or cable TV)
- Correspondence with a government agency
 - Must be dated within the past 60 days. New residents will have 30 days following registration to bring in a utility bill.

STEP 3: Aeries Online Pre-Registration



STEP 3: Complete the Aeries Online New Student Pre-Registration Form *Handbook p. 4*

- The **Priority Registration** window opens on **January 11, 2021 at 12:00 pm (noon)** and **closes on Friday, January 29, 2021 at 12:00 pm (noon)**

www.smfcsd.net → [Registration/Enrollment & Transfers](#) → [How to Register for the 2021-2022 School Year](#) →

2021-2022
Aeries Online
Pre-Registration

Step 4: Document Submission



STEP 4: Submit the required registration documents to *complete registration *Handbook p. 4***

- To complete the registration process: submit the required registration documents via the document upload available in the Aeries online pre-registration form. Alternatively, you may email (scan or photo) the required registration documents to the office staff of the school of assignment.
- The office staff of the school of assignment will review and verify the required registration documents.

Registration is considered complete only after you have completed document verification at the school of assignment.

Registration FYIs



- **The school sites will continue to accept new student registrations after Priority Registration ends at noon on January 29. Those registrations are not considered to have priority.**
- Online utility billing statements may be submitted for the Group Two requirement.
- Students must be physically living with their parents/guardians within District boundaries *at the time of registration*.
- The Aeries online pre-registration form is available in Spanish.

Transfer Requests



- The online transfer request form will *Handbook p. 5* become available on the District website at **12:00 pm (noon) on Monday, January 11, 2021.**
- Parents/guardians may request up to two (2) schools of choice.
- All transfer requests received by the deadline of **12:00 pm (noon) on Friday, January 29, 2021** will be entered into the transfer request lottery.
- Transfer request status emails will be sent out by the end of the business day on **Friday, February 26, 2021.**

Transfer Requests



When entering the transfer requests:

You may apply to two schools only. Please rank your choices in order of preference #1 and #2. DO NOT INCLUDE YOUR SCHOOL OF ASSIGNMENT AS ONE OF YOUR CHOICES.

* School #1

School #2

- Select the schools in order of preference--the choices are weighted in the lottery.
- *Do not select the school of assignment as one of the choices.*
- A 2nd school choice is not required.
- You will receive an email confirming that the transfer request was *submitted*.

Transfer Requests



- **Plan to attend the school of assignment unless you receive communication that the transfer has been granted.**
 - **E-mail communication**
 - **Check the spam folder**
- **IMPORTANT: transfer requests are granted only if there is room in the school and grade level requested.**
- **All transfer requests expire on the day before the first day of school. Transfers will not be granted after that day.**

Transfer Request Process FYIs



- A transfer request is not a school registration and is not a guarantee of enrollment.
- Parents/guardians will be contacted by the Enrollment Department **only if** the transfer request has been granted.
- Transfer requests submitted **after the transfer lottery deadline** are automatically added to the transfer request waitlist in the order received.
- The **last day** to request a transfer for the 2021-2022 school year is 10 school days before the first day of school.

Transfer Request Process FYIs



- **District-wide magnet programs** *fill only by transfer requests--they do not have an assigned attendance area*
 - Parkside Montessori (TK-6)
 - College Park Mandarin Immersion (K-5)
 - Fiesta Gardens International School (K-5)
 - North Shoreview Montessori (K-8)
 - Bayside Academy Mandarin Program (6-8)
 - Abbott Middle School Spanish Immersion Program (6-8)
- **Neighborhood schools** have an assigned attendance area, which means they fill first with new student registrations

Transfer Request Process FYIs



- Transfer requests are *requests*, not guarantees of enrollment
- We do not predict the odds/chances of a transfer being granted
- E-mail communication is sent only to offer a transfer; there are *no updates sent during the year regarding transfer request status*
- Transfer request priorities are available on the [District website](#)



Handbook, p. 12

January 11 –
January 29,
2021

• **Priority Registration & Transfer Lottery Window**

- STEP 3: Complete the Aeries Online New Student Pre-Registration Form.
- STEP 4: Submit all required registration documents.
- **Registration is considered complete only after steps 3&4 are completed.**
- Optional: family can submit a transfer request to be entered into the lottery after completing the new student registration process.

February 26,
2021

- **Transfer Lottery Request Notification Email** sent by the end of the business day to families that requested a transfer by the Jan. 29 deadline.

School Information



- Please see *page 7 of the Welcome Handbook* for the list of school websites
- Visit the school's website to learn more about the school
- There are no in-person school information meetings this year

Who to Contact



- For specific questions about the **school site**:
 - Check the school website
 - Contact the school site directly
- For questions about the **registration process or transfer request process**:
 - Check the [Registration/Enrollment & Transfer](#) pages on the District website
 - Contact the Enrollment Department

Handbook, p. 10

Visit the SMFCSD Website



www.smfcSD.net →

Registration / Enrollment & Transfers →

Required Registration Documents

School Assignments

How to Register for the 2021-2022 School Year

2021-2022 New Student Registration Process Key Dates

Transfer Request Process

School Registration & Transfer FAQs

Or contact the Student Services Department at (650) 312-7345