



## Registration Information and Next Steps

Thank you for registering your student at Petaluma City Schools! You have chosen a school district that is ranked at the top of the state when measured against other districts in the three critical areas of climate, learning supports, and engagement. Not surprisingly, PCS graduation rates are among the highest in Sonoma County and our students attend the finest universities throughout the nation.

*Any family who has turned in completed registration paperwork between November 30, 2020, and February 26, 2021, has registered in the Priority Registration Window.* During this period, families that reside both in and outside district boundaries may submit registration paperwork for consideration. Here are four critical areas to consider:

- Families that reside within our district boundaries, but wish to attend a non-charter school\* other than their neighborhood school will need to complete an intradistrict enrollment form that should accompany your registration.
- Families that reside outside our district boundaries and wish to attend a non-charter school\* will need to complete an interdistrict enrollment form that should accompany your registration.
- Families residing inside or outside the district that are selecting one of our charter schools\* as their first priority will need to fill out the registration form only.
- If you have selected more than one school to consider for registration, the school site or district location that has received your registration paperwork will make copies of your documents and send them to the remaining schools on your priority list. *You only need to bring your paperwork to one school location.*

**Registering during the priority window is not a guarantee of placement.** By mid-March, enrollment decisions will be made and parents will be notified of school placement. Students with priority designation, such as neighborhood area residents, will be registered first followed by a random and unbiased selection process for admission of students from outside a school's attendance area. Any students not selected for placement during the initial March notifications will have the opportunity to be placed at another school site and/or maintain a waiting list spot for the first school-of-choice. In late May, there will be a second review of waitlisted students.

**Questions?** Our District Communications Coordinator is available to answer questions about the enrollment process at [communications@petk12.org](mailto:communications@petk12.org) or at 707-778-4890.

\* The charter schools in Petaluma City Schools are Mary Collins at Cherry Valley, Penngrove Elementary, and PACS at McKinley. All other schools are non-charter.



## Registration Form Explanations

### Page 1 of Registration Form: Student Registration Information (Grades TK-12)

**School of Residence:** Also known as your neighborhood school. All addresses are within a particular school zone by location. To find out your school of residence, visit [petalumacityschools.org/schoolfinder](http://petalumacityschools.org/schoolfinder)

**Year:** The school year for the registration; *for example, if your start date were in July or August 2021, you would write 21-22.*

**Date:** The date that the form is completed.

**Schools Requested (in choice order):** List the schools that you desire for your student to attend in prioritized order. If you are registering for your School of Residence, please list that school as 1.

**Student's Legal Name:** The student name as it appears on their birth certificate.

**Primary Phone:** Main correspondence phone number – choose just one

**Mailing Address:** Where mail for the family is sent.

**Home Address:** Where the student resides.

**Guardian Information:** Please include accurate and complete information for **legal guardians** only.

**Student Lives With:** Please indicate all adults that the student lives with; use the “other” field as needed.

**Are parents separated?** Check applicable boxes and provide any legal custody paperwork as applicable to the office.

**2<sup>nd</sup> Mailing Address:** A second address for the mailing of school documents if guardians are separated.

**Brothers & Sisters Living at Home:** If there are more than 3 siblings living at home, please create a sibling list on another page and attach it.

**Does your child have an IEP, 504 Plan, or receive speech services:** Please list *any* special education services that your child is receiving, or has received.

**Has your son/daughter been identified as a Gifted and Talented Education Student (GATE)?** Please indicate if your child has been identified as a gifted and talented student by his or her prior school or program.

### Page 2 of Registration Form: State Mandated Compliance Information

The school district is required by state law to collect a variety of demographic information. Please complete sections I - IV as accurately as possible and sign and date form.