

9th Grade Enrollment Process 2022-2023 School Year

Welcome to Berkeley High School! This handout provides details on enrollment into Berkeley Unified School District (BUSD) and Berkeley High School (BHS), the course selection process, and World Language and Math Placement.

Stay informed on the BHS E-tree. The E-tree is an essential source of information about orientation, registration, school events, sports, Student Daily Bulletin, College Advisors' Bulletin, messages from the Principal, volunteer opportunities, and more. Please watch for postings with the subject line: **Incoming Families**. To subscribe to the BHS E-tree, send an email to bhs-request@lmi.net with the word *subscribe* in the subject line.

Continuing Enrollment for Current BUSD 8th Graders and Admissions for NEW-to-BUSD students

Continuing BUSD Students: Current BUSD 8th-grade students **must re-enroll** with BUSD through the Admissions Office to be able to submit course requests.

NEW to BUSD Students: Students must first be admitted into the Berkeley Unified School District through the Admissions Office to be able to submit course requests.

This process is only for Berkeley residents. Information regarding inter-district transfers can be obtained from the Admissions Office by emailing admissions@berkeley.net or calling 510-644-6504.

STEP 1: ALL ENTERING 9TH GRADERS must submit an enrollment packet to the BUSD District Office

BUSD Enrollment Dates: November 15 - December 15th ,2021

All parents/guardians must complete an enrollment packet for incoming 9th Grade BHS students.

Enrollment dates and times. The BUSD Admissions Office will accept enrollment packets:

- **November 15- December 15, 2021:**

If you miss the **December deadline**, enrollment will open again on March 23, 2022, with the BUSD Admissions Office. Families who do not submit a complete registration packet by December will not be assigned to a 9th-grade Hive or receive a class schedule until their documents are processed. If you have questions, call the Admissions Office at 510-644-6504.

Enrollment location. The requested documents must be submitted to admissions, please note all documents must be submitted together for processing.

Option 1: Email all documents to admissions@berkeley.net. All documents must be attached to one email. Emails with documents missing or documents sent through multiple emails will not be accepted.

Option 2: Mail your documents via regular mail to the Admissions Office, Suite 108, 2020 Bonar St., Berkeley, CA 94702.

Option 3: The Admissions Office is closed to the public. However, you may drop off a sealed envelope with your documents during business hours. A drop box is located in the lobby of the BUSD Administrative Building, 2020 Bonar St., Berkeley, CA 94702.

Enrollment documentation. Please provide the completed enrollment form and documents listed below to the district admissions office. All documents must be current originals or PDF's (issued within the last 2 months) imprinted with the name and current Berkeley residential address of the parent/legal guardian. A student can have only one residency for purposes of establishing residency.

Required Documents for Continuing BUSD students:	Required Documents for New to BUSD students:
<ol style="list-style-type: none"> 1. Student's original birth certificate 2. Parent's original, valid governmental picture identification card (CA ID, or CA DL) 3. Preference Form, available online at berkeley.net 4. Three proofs of Berkeley residency (see below) 	<ol style="list-style-type: none"> 1. Student's original birth certificate 2. Parent's original, valid governmental picture identification card (CA ID, or CA DL) 3. Preference form available online at berkeley.net 4. Three proofs of Berkeley residency (see below) 5. Student's recent original report card or transcript

Proofs of Berkeley Residency for ALL families. Only personal accounts will be accepted (No care of, DBA, or Business accounts). Must submit **one** from each of the three groups (A, B, and C) listed below.

Group A: Must provide all pages

__ Rental property contract or lease, and proof of payment dated within 45 days

Renter or homeowner insurance policy for the current year (no bill, declarations or policy page only)

Current property tax statement

Property deed dated within the last 12 months Group

B: Utility bill: (must provide entire bill)

PG&E

Landline phone (non-cellular)

EBMUD

Internet

Cable

Group C: Must provide all pages, cannot be bill

Current bank statement (checking or savings only)

Action letter from Alameda County Social Services Department

Recent paycheck stub or letter from employer on official company letterhead

Both valid automobile registration and valid automobile insurance

Voter notification or ballot for the most recent past or upcoming election

Homeless families should contact our McKinney-Vento Counselor, 644-6529.

Enrollment is complete when you have provided the appropriate documents and submitted a completed enrollment packet.

STEP 2: Complete Registration Packet

Registration Packets .

- Continuing BUSD families: Registration packets will be emailed to parents with instructions on how to submit to BHS once enrollment is complete.
- New-to-BUSD families: Registration packets will be emailed to parents with instructions on how to submit to BHS once enrollment is complete.

STEP 3: Complete Course Selection and Placement Assessments

Continuing BUSD Students:

BHS administrators and Hive Leads will visit BUSD middle schools only to do in class presentations for 8th grade students. During the school days following in-class presentations, BHS counselors will go to the middle schools to gather course requests from students via an online form. **BHS will mail home the student selections for final review and families/guardians will have one week to request changes by hardcopy to BHS.**

NEW-to-BUSD Students only:

Course Selection: New-to-BUSD students who have completed the admission process by the December deadline can make course requests in the BHS Library on three evenings in March.

World Language and Math Placement (All Students)

World Language: BHS offers four world languages: Spanish, French, Mandarin, and Latin.

- Students who have completed two years of a language in middle school will be placed in Level 2. If you would like to be placed at a higher level, you should take the placement test. Students starting a new language will be placed in Level 1.

The placement test will be offered on April 23, 2022 at 9:30 - 12:00 at BHS in the M-Building. If you are unable to attend in May, we will also offer the placement test in the first week of school, date to be determined. Please email susilopez@berkeley.net or denisefullerton@berkeley.net with questions.

Math Placement: BHS offers two math classes for incoming 9th graders: Math 1 and Advanced Math

1. Most 9th grade students will take Math 1, a course covering algebra, geometry, probability, and statistics. Some students may test into an Advanced Math 1, a more fast-paced version of the Math 1 course with additional topics.

The Advanced Math 1 placement test will cover all topics of Grade 8 Common Core Math. This means that previous coursework must include familiarity with both Algebra and Geometry topics.

- If you are **currently enrolled in BUSD** you will take the placement test at your middle school in **April 2022**.
- If you are **new to BUSD** and are interested in taking the test for Advanced Math 1, you will come to the BHS (on date/time to be determined) in April 2022.
- If you are **unable to attend** the test in April, we will also offer the placement test in August 2022.

The test will be approximately 1 hour. Additional time for students who receive accommodations will be provided.

Please email Kiernan Rok, Vice Principal, kiernanrok@berkeley.net with questions.