



DATES TO REMEMBER

- Lottery applications due by 5 pm November 30th, 2018
- Submit petitions by November 30th, 2018 for best chance of placement
- Dual assignment forms due by December 7th, 2018
- Elementary & Middle School transfer applications will be available beginning February 8th, 2019

Strong neighborhood schools are the foundation of the Portland Public School District. Families seeking to enroll their children are encouraged to attend an open house at the neighborhood school serving their home address. A complete listing of open house events is located at <http://www.pps.net/Page/2434>.

Annual School Choice Lottery

Transfers to Benson Tech, Jefferson Middle College and Metropolitan Learning Center (MLC) High Schools occur through an annual computerized lottery.

- Applications must be received by November 30, 2018.
- Benson and MLC have additional mandatory requirements that families must meet in order for their child to be considered in the lottery. See page two for details.
- Students who qualify for free or reduced-price meals have a better chance of being approved to MLC. If your student qualifies for this preference, complete the income eligibility form, available at MLC, online, or at the Enrollment & Transfer Center and return by November 30, 2018.

Additional Applications

- Use the attached application to file a **hardship petition** to a different comprehensive high school (including returning to your neighborhood school), or to access a grade level not open through the lottery or a board-approved transfer guarantee. See page two for more petition information.
- If you are an 8th grader living in the Jefferson cluster, you have the choice of a comprehensive high school or Jefferson Middle College for Advanced Studies. You must designate a high school, which will become the school you will attend if you do not receive a transfer. To learn about your dual assignment options please go to www.pps.net/schoolchoice. Talk with your 8th grade counselor by December 7th to declare your dual assignment choice.
- To request transfer to **Alliance** or a **PPS charter school**, please contact the school directly.
- Students who live **outside of the PPS boundary** cannot use this application, as it does not comply with state laws for interdistrict transfers. A separate lottery for students from other districts will be held in May.

After you submit your transfer application...

- Transfer results will be sent to families six-eight weeks after the transfer deadlines shown above.
- Students approved for lottery transfers will have 10 days to decline and, in some cases, to verify they have met all mandatory requirements.
- Students who do not receive one of their choices, or who do not meet mandatory requirements, will be assigned to their neighborhood, dual assignment or currently enrolled school/program.
- Waitlisted students may be offered placement up to the 20th date of the school year.
- If a school is requested by a parent of a special education student on an IEP, the choice school may not be granted if it is determined that the student may not receive a free & appropriate public education at that school.

Enrollment and Transfer Center:
501 N Dixon St, Suite 140, Portland OR 97227
Email: enrollment-office@pps.net

Mailing Address:
P.O. Box 3107, Portland, OR 97208-3107
Telephone: 503-916-3205

www.pps.net/schoolchoice

HS LOTTERY INFORMATION

Escuela	Informacion	Transfer Slots	Information Nights
Benson Polytechnic High School www.bensonhs.net 546 N.E. 12th Ave. 503-916-5100	Complete a required Benson interest application at www.bensonhs.net	9th grade – 300 slots 10th grade – 20 slots	<i>Application Night:</i> Nov. 27, 6-7:30 pm <i>Tech Show:</i> March 14 & 15, 6-9:00 pm
Jefferson High School - Middle College for Advanced Studies www.pps.net/jefferson 5210 N. Kerby Ave. 503-916-5180	Guaranteed admission for students whole live in a Jefferson dual assignment zone. See your 8 th grade counselor to complete a dual assignment form.	9th grade – 100 slots 10th grade – 20 slots	<i>Information Night:</i> Nov. 15, 6:00-8:00 pm
Metropolitan Learning Center www.pps.net/mlc 2033 N.W. Glisan St. 503-916-5737	Complete a required MLC interest application at www.pps.net/mlc , and an income eligibility form, if you qualify for free & reduced price meals	9th grade – 28 slots 10th grade – 10 slots	<i>Information Nights:</i> Nov. 14 6-7:30 pm Nov. 27, 6-7:30 pm

Note: Transfer slots are subject to change. Updates are posted at www.pps.net/schoolchoice.

HARDSHIP PETITION INFORMATION

A basic principle of the petition process is that every school must strive to meet the needs of students assigned there. The petition system is an opportunity for problem solving: Families explain why their child's needs are not met at the neighborhood school and/or how transferring to a different school would remedy this, and the family's neighborhood school weighs in about whether the school can remedy the family's concerns and meet the child's needs.

Petition approval requires verification that a student's health, safety or educational well-being will be better served away from their current school, as well as available space at the requested school.

Petition decisions are made on a case-by-case basis, and can take several weeks to complete. Forms may be submitted at any time. For the best chance of placement, please submit petitions by the end of the lottery transfer cycle.

GENERAL HIGH SCHOOL TRANSFER INFORMATION

Approved transfers and dual assignment designations are intended to last through high school graduation. Any future change in schools requires approval from the Enrollment & Transfer Center.

The high school lottery and hardship petition process are open only to students whose home addresses are within the PPS school district boundary. Students who live in other districts may apply for transfer to PPS in May, through the annual inter-district transfer process.

Families enrolling their children for the first time, or who move to a different address, must provide two pieces of proof of residence to their neighborhood or current school. An approved transfer may be revoked if a student moves to a different school neighborhood or district before the start of the school year, or provides a false home address.

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. All individuals and groups shall be treated with fairness in all activities, programs, and operations, without regard to age, color, creed, disability, marital status, national origin, race, religion, sex, or sexual orientation. Board of Education Policy 1.80.020-p



HIGH SCHOOL TRANSFER APPLICATION



Submit by November 30, 2018

Online: pps.schoolmint.net

Mail or in-person: 501 N. Dixon St. Portland, OR 97227

E-mail: enrollment-office@pps.net

Telephone support available Monday-Friday 8 am – 4:30 pm: 503-916-3205

Parent or guardian information

Correspondence language: English Spanish Vietnamese Chinese Russian Somali

How did you hear about us? _____

Relationship to student (check one): Mother Father Guardian Other: _____

1. Parent first name: _____ Last name: _____

Phone number (must enter at least one) Mobile: _____ Other phone: _____

Email: _____

Contact preference (must check at least one) Email and text Email only Text only

Home address: _____ Apt. # _____

City _____ State _____ Zip _____

Additional parent or guardian information

Correspondence Language: English Spanish Vietnamese Chinese Russian Somali

Relationship to student (check one): Mother Father Guardian Other: _____

2. Parent first name: _____ Last name: _____

Phone number (must enter at least one) Mobile: _____ Other phone: _____

Email: _____

Contact Preference (must check at least one) Email and text Email only Text only

Home address: _____ Apt. # _____

City _____ State _____ Zip _____

Student information

Student first name: _____ Middle: _____ Last name: _____

Gender: F M Non-binary Birth-date: _____ Pupil ID#: _____

Student lives with: Parent/Guardian 1 Parent/Guardian 2 Both Parent/Guardian 1 and 2

Current school/program, if any: _____

Current Grade: _____ Grade applying to: _____

Is your student in foster care? Yes No Does your student qualify for Title X/Homeless services? Yes No

Does your student qualify for Special Education Services or 504 Accommodations? Yes No

Are you interested in your child participating in Oregon School Activities Association (OSAA) teams? Yes No

If "YES", note that athletic eligibility is determined through a separate process. Participating in organized practices or camps or contacting coaches at the requested school while this transfer request is under consideration may jeopardize your child's OSAA eligibility.

TRANSFER CHOICES

Please list up three school(s) you would like your child to attend in order of preference.

#1 _____
 #2 _____
 #3 _____

Transfer Reasons

Please select all that apply

Attend school with a sibling: _____
Sibling first name Last name Grade Date of birth

Call the Enrollment & Transfer Center if you wish to link applications for two siblings applying to the same grade and school

- Attend my neighborhood school** (only for students currently on transfer at a different school)
- Transfer due to boundary change or other School Board Guarantee**
- Enroll in a Dual Language Immersion program:** Please indicate the language your student has been speaking and listening to with a parent or guardian since birth.
 Chinese English Japanese Spanish Russian Other: _____
If English, please describe your student's prior immersion program experience, if any: _____

Enroll in a thematic focus option program (See page two for transfer requirements and preferences)

REASON BELOW ARE FOR PETITION TRANSFERS ONLY: Additional information required

Childcare needs. _____
Provider name Address Phone
Do you receive a discount for service with this provider that would not be available elsewhere? YES NO

- Transportation needs.** Explain in the space below the transportation hardship to your neighborhood school and how it will be improved if your child transfers to your requested school(s).
- Concern about student safety and/or well-being.** Describe your concerns and specific incidents that occurred at school, any attempts to resolve or address the circumstances, and the outcome. How will the situation be improved through transfer? What would be the impact to the student if the transfer is not granted?
- Other Reason.** Explain your reason for requesting a hardship transfer and why you feel it is an extenuating circumstance.

Enter additional petition information here, and attach more sheets if needed

How/when have you worked with the administrator of your student's current school, or the school your student is expected to attend next, in order to resolve your concerns? What was the outcome? _____

By signing below I acknowledge I have read and agree with the information on pages 1-2 of this packet.

Name (print please) Signature Date