SCHOOL CHOICE APPLICATION
PPS RESIDENT STUDENTS
2016-17 School Year

High School Focus Option Lottery applications accepted February 3rd @ 8 am - February 17th @ 5 pm
Elementary & Middle School Focus Option Lottery applications accepted February 18th @ 8 am – March 9th @ 5 pm
Petitions applications may be submitted at any time. For early decisions, please follow the deadlines above.

Included in this packet:

- Helpful information, pages 1-2
- High School Application, page 3
- Elementary/Middle School Application, page 4
- Income Eligibility Survey, page 5
- Elementary/Middle School slots, page 6
- Petition form and instructions, page 7-8

Contact Information
Enrollment & Transfer Center
Blanchard Education Service Center
501 N. Dixon
Portland, OR 97227
Room 140
Phone: 503-916-3205

Please visit our website at pps.net/schoolchoice
or call 503-916-3205 to:

- Find your neighborhood school
- Get the latest updates on:
  - space availability
  - program requirements
  - distance and transportation options
  - lottery rules

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 Connect to Kindergarten and open house events are located at http://portland.schoolwires.net/Page/2434.

Families may also apply to transfer to a different PPS school.

Focus Option Lottery Transfers
Transfer to focus options such as language immersion programs and arts/science-based schools occurs through an annual computerized lottery. Lottery applications, transfer slots, mandatory meeting requirements and other focus option information are included on pages 1-6 of this booklet.

Students who qualify for free or reduced-price meals or attend a Head Start Pre-kindergarten program have a better chance of being approved to 10 focus option schools and programs listed on page 6. If your student qualifies for this preference, submit the income eligibility form on page 5 by March 9th.

Most focus options have additional mandatory requirements that families must meet in order for their child to be approved in the lottery slots at entry-level grades. Students wishing to join at other grades must use the petition process described below.

Petition Transfer Requests
Families may request transfer to a different neighborhood school by filling out a Petition Transfer Request Form on page 8 of this booklet. Families should also use the petition form to request any of the following: entry to a focus option grade level not available through the lottery; return to the neighborhood school from a transfer school; to access Board approved guarantees.

Petition forms may be submitted at any time. For the best chance of placement, please submit petitions by the end of the lottery transfer cycles shown above.

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. More information about the petition process is on page 7.

Important information

- Lottery and petition transfer results will be mailed to families approximately six weeks after the transfer deadlines shown above.
- For lottery transfers, families will have 10 days to decide whether or not to keep their approved transfer 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 or, if attending a transfer school, the currently enrolled school.
- 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 education at that school.
- Students who live outside of the PPS boundary cannot apply in this lottery, as it does not comply with new state laws for interdistrict transfers. A separate lottery for students from other districts will be held in April. Call 503-916-3205 to get more information about the interdistrict lottery.

If you are an 8th grader living in the Jefferson cluster, you have a choice for designated high school—the high school you will attend if you do not receive a transfer. To learn about your dual assignment options please go to http://portland.schoolwires.net/cms/lib8/OR01913224/Centricity/Domain/182/Dual_Assignment_Form_1617.pdf. Talk with your 8th grade counselor by February 17th to declare your dual assignment choice.
For More Assistance... The departments listed below can help you understand the choices available to Portland students.

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact</th>
<th>Phone #</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charter Schools</td>
<td>Kristen Miles</td>
<td>503-916-3359</td>
<td><a href="mailto:kmiles@pps.net">kmiles@pps.net</a></td>
</tr>
<tr>
<td>Multiple Pathways to Graduation</td>
<td>Korinna Wolfe</td>
<td>503-916-5437</td>
<td><a href="mailto:kwolfe@pps.net">kwolfe@pps.net</a></td>
</tr>
<tr>
<td>ESL/Bilingual Services</td>
<td>Eric Tong</td>
<td>503-916-6525</td>
<td><a href="mailto:etong@pps.net">etong@pps.net</a></td>
</tr>
<tr>
<td>Kindergarten/Before &amp; After School Care</td>
<td>Nancy Hauth</td>
<td>503-916-3230</td>
<td><a href="mailto:nhauth@pps.net">nhauth@pps.net</a></td>
</tr>
<tr>
<td>Funded Programs</td>
<td>Kathy Gaitan</td>
<td>503-916-2000 Ext. 74110</td>
<td><a href="mailto:kgaitan@pps.net">kgaitan@pps.net</a></td>
</tr>
<tr>
<td>Head Start Programs</td>
<td>Paul Haugland</td>
<td>503-916-5724</td>
<td><a href="mailto:phaugland@pps.net">phaugland@pps.net</a></td>
</tr>
<tr>
<td>Home Schooling (MESD)</td>
<td>Todd Olsen</td>
<td>503-257-1661</td>
<td><a href="mailto:tolsen@mesd.k12.or.us">tolsen@mesd.k12.or.us</a></td>
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<tr>
<td>Special Education Services</td>
<td>Mona Walker</td>
<td>503-916-3152</td>
<td><a href="mailto:mwalker2@pps.net">mwalker2@pps.net</a></td>
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<tr>
<td>SUN Community Schools</td>
<td>Dunya Minoo</td>
<td>503-916-3086</td>
<td><a href="mailto:dminuool@pps.net">dminuool@pps.net</a></td>
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<tr>
<td>Talented &amp; Gifted Education (TAG)</td>
<td>Andrew Johnson</td>
<td>503-916-3358</td>
<td><a href="mailto:wjohnson1@pps.net">wjohnson1@pps.net</a></td>
</tr>
<tr>
<td>Transportation Services</td>
<td>Helen O’Donnell</td>
<td>503-916-6901 Ext. 77270</td>
<td>hodonnell.net</td>
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</table>

**School Choice Information:**

**Early Entry:** Oregon Law requires that your child turn 5 years old on or before September 1st for kindergarten, or 6 years old on or before September 1st for first grade. If you are interested in early entry kindergarten or first grade for your child and your child’s birth date is after September 1st and before October 1st, please call the office of Talented and Gifted for an application or more information at 503-916-3358.  

**Sibling transfer information:** Co-enrolled siblings are brothers or sisters who live in the same household and will be enrolled in the same school/program at the same time (one sibling must be currently enrolled at the requested school/program). Co-enrolled sibling applicants receive preference in lottery and petition applications to their first-choice school.

**Linked sibling applications** are lottery or petition applications for children living in the same household applying for the same schools/programs at the same grade level. When applications are linked, all siblings receive the same results: approved, denied or waitlisted. Linked applications does not improve chance for approval.

**Free, Full-Day Kindergarten program:** Kindergarten is a full-day program free at ALL schools to ALL PPS families. For more information, contact the program manager at 503-916-3230 or nhauth@pps.net.

**Focus option:** A school or program structured around a unique curriculum, such as a language immersion program. Focus options are also referred to as magnet, special focus and designated special programs. Apply to focus option high schools, Benson Polytechnic and Jefferson Middle College, using the application on page 3. Use the application on page 4 to apply to up to three of the elementary, K-8 and middle school focus options listed on page 6.

**Focus option lottery preference for low-income students:** Students who qualify for free and reduced-price meals or who attend a Head Start Pre-k are eligible for preference into ten focus option schools and programs listed on page 6. The preference applies to focus option schools/programs where the rate of students who qualify for free and reduced-price meals is below the district average. To qualify for the preference, submit a lottery application (page 4) and a confidential income eligibility form (page 5) by March 9.

**Petition transfer request:** A request to transfer to a different neighborhood school or into certain grades at focus options. See the instructions on page 7 and use the application on page 8 to apply for a petition transfer.

**Neighborhood school:** A school serving a designated attendance area.

**Wait list:** A list of applicants who were not approved to a choice due to space, but who could be offered a transfer slot if an approved transfer student forfeits his/her space. The wait list will be in effect until September 26, 2016.

**Residency:** The focus option lottery and petition process are open only to students whose home addresses are within of the PPS school district boundary. 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. Some immersion programs provide preference based on home address. If a student moves to a different address before the start of the school year, the transfer result may be changed.

**Pre-Kindergarten programs:** PPS offers several pre-kindergarten programs through the Funded Programs (Title I) department. Application information will be available in the spring at http://portland.schoolwires.net/Page/2470 or by calling 503-916-3789.

**Charter School:** A public school operated by a group of parents, teachers and/or community members as a semi-autonomous school of choice within a school district. Each charter school has a separate application procedures. PPS charter school enrollment information is available at http://portland.schoolwires.net/Page/1466

**Alternative Education Options:** District operated or community-based schools and programs developed to meet the needs of a specific student population. Alternative education options generally offer something different from or in addition to the regular curriculum and may offer different grade structures and school hours. Program and enrollment information is available at http://portland.schoolwires.net/site/Default.aspx?PageID=951.

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

www.pps.net/schoolchoice
# 2016-17 High School Focus Option Lottery Application for PPS Resident Students

**Deadline for High School Applications** – February 17, 2016 @ 5:00 P.M.

**Submit in Person or By Mail To:**
- **In Person:** Enrollment & Transfer Center, 501 N Dixon St., Room 140, Portland, OR 97227
- **By Mail:** Enrollment & Transfer Center, P.O. Box 3107, Portland, OR 97208

**If you prefer to submit your school choice application online, go to www.pps.net/schoolchoice and select the application link.**

## Notes:
- **Only PPS resident students may apply in this lottery.**

## Lottery Choices

<table>
<thead>
<tr>
<th>School</th>
<th>Address</th>
<th>Phone</th>
<th>Grade 9</th>
<th>Grade 10</th>
<th>Grade 11</th>
<th>Grade 12</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Benson Polytechnic High School</strong></td>
<td><a href="http://www.pps.k12.or.us/schools/benson">www.pps.k12.or.us/schools/benson</a></td>
<td>546 NE 12th, 503-916-5100</td>
<td>300</td>
<td>100</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td><strong>Jefferson Middle College for Advanced Studies</strong></td>
<td><a href="http://www.pps.k12.or.us/schools/jefferson">www.pps.k12.or.us/schools/jefferson</a></td>
<td>5210 N Kerby, 503-916-5180</td>
<td>100</td>
<td>20</td>
<td>75</td>
<td>5</td>
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**JEFFERSON MIDDLE COLLEGE FOR ADVANCED STUDIES**

<table>
<thead>
<tr>
<th>Grade 9</th>
<th>Grade 10</th>
<th>Grade 11</th>
<th>Grade 12</th>
</tr>
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<tbody>
<tr>
<td>Slots</td>
<td>Wait List</td>
<td>Slots</td>
<td>Wait List</td>
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<tr>
<td>300</td>
<td>100</td>
<td>25</td>
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**Information Session:** Visit Jefferson's website: [www.pps.net/schools/jefferson/](http://www.pps.net/schools/jefferson/)

**Tours:** Contact the school to arrange a tour.

**Note:** second choice is **not** required.

Write “1” next to your first choice and “2” next to your second choice.

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### Benson Polytechnic High School

**Information Session:** Visit Benson’s website: [www.bensonhs.net](http://www.bensonhs.net)

**Benson’s Application Night:** February 16, 6:00-7:30 p.m.

**Benson’s Tech Show:** February 11-12, 6-9:00 p.m.

**Note for Benson Applicants:** In addition to the School Choice lottery application, Benson applicants **must also submit a separate Benson High School Application at www.bensonhs.net/APPLICATION/application.html.**

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**Linked Siblings Option**

If you are applying for more than one child to attend the same grade and program, you may link their applications and they will be approved or denied together. See page 2 for more detailed information. Would you like to link your children’s applications?  

- **Yes**  
- **No**

If yes, please list the last and first name for each sibling. You must complete a separate application for each child.

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**Correspondence Language:**

Please select your language of preference for correspondence:

- **English**
- **Spanish**
- **Vietnamese**
- **Chinese**
- **Russian**
- **Somali**

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**Parent/Guardian Signature**  
**Date**

**Please keep a copy of your completed application for your records.**
**2016-17 FOCUS OPTION CHOICES**

**LIST OF PROGRAMS, REQUIREMENTS AND AVAILABLE SPACES ON PAGE 6**

**YOU MAY SELECT UP TO THREE CHOICES. CO-ENROLLED SIBLING PREFERENCE APPLIES TO FIRST CHOICE ONLY** (See page 2)

<table>
<thead>
<tr>
<th>FIRST CHOICE SCHOOL</th>
<th>PROGRAM</th>
<th>STUDENT NATIVE LANGUAGE (APPLIES FOR IMMERSION APPLICANTS ONLY)*</th>
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<tbody>
<tr>
<td>1.</td>
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</table>

If you are applying for co-enrolled sibling preference:

- **CO-ENROLLED SIBLING ID NUMBER** (located on report card)
- **GRADE OF CO-ENROLLED SIBLING FOR 2016-17**

<table>
<thead>
<tr>
<th>SECOND CHOICE SCHOOL</th>
<th>PROGRAM</th>
<th>STUDENT NATIVE LANGUAGE (APPLIES FOR IMMERSION APPLICANTS ONLY)*</th>
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<th>THIRD CHOICE SCHOOL</th>
<th>PROGRAM</th>
<th>STUDENT NATIVE LANGUAGE (APPLIES FOR IMMERSION APPLICANTS ONLY)*</th>
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<td>3.</td>
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*Native Language means the language a child has been speaking and listening to with a parent or guardian since birth. All immersion programs have spaces for students who are native speakers of the target language: Japanese, Chinese (any language native to China), Spanish, Russian and Vietnamese.

**LINKED SIBLINGS OPTION**

If you are applying for more than one child to attend the same grade and program, you may link their applications and they will be approved or denied together. See page 2 for more detailed information.

Would you like to link your children’s applications? 

- Yes 
- No

If yes, please list the last and first name for each sibling.

You must complete a separate application for each child.

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**Correspondence Language:**

Please select the language we should use for communicating lottery results with you:

- English
- Spanish
- Vietnamese
- Chinese
- Russian
- Somali

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**PLEASE KEEP A COPY OF YOUR COMPLETED APPLICATION FOR YOUR RECORDS**
Students who attend a Head Start Pre-K or qualify for free and reduced-price meals receive preference for admission to eleven focus option and immersion programs listed on the back of this page. To qualify for the preference, complete this form and a Focus Option Lottery application by March 9, 2016. MOST PROGRAMS HAVE ADDITIONAL ADMISSION REQUIREMENTS. Call the school or Enrollment & Transfer Center (ETC) at 503-916-3205 for more information.

This confidential form will be used only by ETC staff to determine lottery preference eligibility. It will not be shared with other departments or used to determine meal eligibility. All forms will be destroyed at the end of the lottery cycle.

STUDENT Last Name: ___________________________ FIRST NAME: ___________________________
DATE OF BIRTH: _______________ STUDENT PPS ID# or LOTTERY CONFIRMATION # (if known):____________________
PARENT CONTACT PHONE/E-MAIL: ____________________________________________________________

HEAD START: If your child currently attends a Head Start Pre-K complete this section. You do not need to provide your household income information.
PROGRAM NAME: ___________________________ CONTACT NUMBER: __________________________

☐ By checking this box, I give permission for ETC staff to verify my child's enrollment in Head Start.

If your child is not currently enrolled in a Head Start Pre-K program, please complete the section below. ETC staff will determine whether the income listed qualifies for Federal Free and Reduced Price Meals, as shown below. ETC will randomly contact families for additional information to verify income status.

<table>
<thead>
<tr>
<th>List all household members, including those who are not income-earners</th>
<th>Monthly earnings and wages before deductions</th>
<th>Monthly child support, welfare and alimony received</th>
<th>Monthly pensions, social security and retirement received</th>
<th>Other monthly income, including unemployment and workers comp.</th>
<th>Check if no income</th>
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</tbody>
</table>

Federal Income Eligibility Guidelines, 2015-2016

The table below shows maximum monthly income for families to qualify for Reduced Price Meals. Families whose incomes are within these guidelines qualify for preference to ten focus option/immersion schools and programs.
For more information visit [http://portland.schoolwires.net/Page/2435](http://portland.schoolwires.net/Page/2435).

<table>
<thead>
<tr>
<th>Members in household</th>
<th>Monthly income to qualify for Reduced-Price Meals</th>
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<tbody>
<tr>
<td>2</td>
<td>$2,456</td>
</tr>
<tr>
<td>3</td>
<td>$3,098</td>
</tr>
<tr>
<td>4</td>
<td>$3,739</td>
</tr>
<tr>
<td>5</td>
<td>$4,380</td>
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<tr>
<td>6</td>
<td>$5,022</td>
</tr>
<tr>
<td>7</td>
<td>$5,663</td>
</tr>
</tbody>
</table>

☐ By checking this box, I certify (promise) that all the information in this application is true and that all income is reported. I understand that if I purposely give false information my child will lose his/her lottery slot.

☐ By checking this box, I understand that I must fill out a separate application to receive free and reduced-price meals.
**Key:**
- K=Kindergarten
- WL=Wait List (maximum number of students who could be offered a transfer slot if an approved student forfeits his/her slot)
- **Gr**=Grade
- Inc Pref=Income preference. Students who attend a Head Start Pre-K or qualify for free and reduced-price meals receive preference for admission to ten focus option and immersion programs.
- MM=Mandatory Meeting (Y).
- All focus options require families to attend a mandatory meeting and/or sign a statement of understanding in order for their students to be approved in the lottery.

**Spanish Immersion (HS Region)**

<table>
<thead>
<tr>
<th>School</th>
<th>Inc. Pref</th>
<th>MM</th>
<th>Address and Phone</th>
<th>K Slots</th>
<th>WL Slots</th>
<th>Gr 6</th>
<th>Gr 7</th>
<th>Gr 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>AINSWORTH (Lincoln/Wilson)</td>
<td>Y</td>
<td>Y</td>
<td>2425 SW Vista</td>
<td>Y 503-916-6288</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATKINSON (Cleveland/Franklin/Madison)</td>
<td>Y</td>
<td>Y</td>
<td>5800 SE Division</td>
<td>Y 503-916-6333</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>BEACH (Grant/Jefferson/Roosevelt)</td>
<td>Y</td>
<td>Y</td>
<td>1710 N Humboldt</td>
<td>Y 503-916-6236</td>
<td></td>
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<td></td>
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<tr>
<td>BRIDGER (Cleveland/Franklin/Madison)</td>
<td>Y</td>
<td>Y</td>
<td>7910 SE Market</td>
<td>Y 503-916-6336</td>
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<tr>
<td>CESAR CHAVEZ (Jefferson/Roosevelt)</td>
<td>Y</td>
<td>Y</td>
<td>5103 N Willis Blvd</td>
<td>Y 503-916-5666</td>
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<tr>
<td>JAMES JOHN (Roosevelt)</td>
<td>Y</td>
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<td>7439 N Charleston</td>
<td>Y 503-916-6286</td>
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<td>LENT (Cleveland/Franklin/Madison)</td>
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<td>5105 SE 97th</td>
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<tr>
<td>RIGLER (Madison)</td>
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<td>SCOTT (Madison)</td>
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<td>6700 NE Prescott</td>
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<td>SITTON (Roosevelt)</td>
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<td>9630 N Smith</td>
<td>Y 503-916-6277</td>
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<td>RUSSIAN IMMERSION</td>
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**Russian Immersion**

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<tr>
<th>School</th>
<th>Inc. Pref</th>
<th>MM</th>
<th>Address and Phone</th>
<th>K Slots</th>
<th>WL Slots</th>
<th>Gr 6</th>
<th>Gr 7</th>
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**Focus Option Schools**

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**Note:** Transfer slots are subject to change. Updates are posted at [www.pps.net/schoolchoice](http://www.pps.net/schoolchoice).

~ COMING SOON ~
Elementary/Middle schools transfer slots information will be available starting February 18th, 2016.

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**Complete school descriptions, transfer requirements and meeting times can be found at [http://portland.schoolwires.net/Page/2434](http://portland.schoolwires.net/Page/2434). Lottery preference details are at [www.pps.net/schoolchoice](http://www.pps.net/schoolchoice). Call the Enrollment & Transfer Center at 503-916-3205 or e-mail enrollment-office@pps.net for further information.**
Use this form to request transfer out of a child’s current/assigned school and into:
- A different neighborhood school or
- Some focus option grade levels during the lottery and all focus options after the lottery closes.

**Process:** 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.
- The family’s neighborhood school weighs in about whether the school can remedy the family’s concerns and meet the child’s needs.
- The petition is granted when there is confirmed evidence that a student’s health, safety or educational development would be better served at another school, and when space is available at that school.
- A child should continue to attend their current/assigned school while a petition transfer request is under consideration.
- If space is not available at any of the requested schools, ETC staff may suggest other schools with space available for a transfer student.
- If a petition transfer is approved, transportation will generally be the responsibility of the family.
- Petition transfer requests are processed in the order received. Decisions for requests received during the lottery transfer cycle will be made approximately six weeks of when the transfer cycle closes. Following the transfer cycle, decisions generally take between one and three weeks, depending on volume.

**Review:** The petition review process considers the input of families, schools, students:
- All petitions are reviewed by at least three staff members - in the PPS Enrollment & Transfer Center and in the schools in question.
- Staff determines if the concerns expressed by the family as a reason to transfer are founded, and if there is space to accommodate the student at the requested school.
- The director of the PPS Enrollment & Transfer Center grants or denies each petition.
- If a transfer is not granted, a family can appeal. A senior director in the Office of School Performance reviews the information and conducts interviews as needed before issuing a final decision.

**Reasons for transfer:** Common transfer reasons include childcare, physical risk to a child at a school, and sibling considerations, among others. PPS staff will consider any reason for transfer. The chart below illustrates the scale for determining whether a reason for transfer will be considered valid:

<table>
<thead>
<tr>
<th>Petition factors for consideration</th>
<th>Highest chance of being accepted as a reason for transfer</th>
<th>Lowest chance of being accepted as a reason for transfer</th>
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</thead>
<tbody>
<tr>
<td>Quality of evidence confirming hardship</td>
<td>Verification of a threat or hardship by schools or other staff with direct knowledge of circumstances</td>
<td>Threat, hardship or need cannot be verified</td>
</tr>
<tr>
<td>Endorsement from current/neighborhood school</td>
<td>Current school is aware of situation and agrees that transfer is best option to remedy concern</td>
<td>Current school is unaware of situation and/or has remedies available to address situation</td>
</tr>
<tr>
<td>Sibling/family member status</td>
<td>A co-enrolled sibling attends the requested school. Highest priority given to students placed for special education services</td>
<td>Co-enrolled sibling cannot be verified</td>
</tr>
<tr>
<td>Alignment with offerings at requested school</td>
<td>Requested school offers a program, service or learning environment important for a student’s success and unavailable at the neighborhood school</td>
<td>Requested program, service or learning environment is not offered at requested school or is offered at current school.</td>
</tr>
<tr>
<td>Space available at requested school</td>
<td>Requested school is student’s neighborhood school</td>
<td>Class-sizes at requested grade are at or above district average</td>
</tr>
<tr>
<td>Space at current school</td>
<td>The current/neighborhood school is overcrowded</td>
<td>There is considerable room for new students at the current school</td>
</tr>
</tbody>
</table>

Please complete the petition request form on the back of this page and return with any additional documentation to the Enrollment & Transfer Center.
Student Name: Last: __________________________ First: ____________________________ M.I.: ____________

Birth Date: _______________  □ F □ M  Pupil ID#:_____________ Grade for 16-17 school year:______

Student Address: ____________________________________________________________

If student is in foster care: Caseworker Name: ____________________________ Phone__________

Is your student receiving any of the following services? □ Talented & Gifted  □ Special Education (SPED)
□ English Language Learners (ELL) □ 504 accommodations □ Other __________________

What is the student’s current or last attended school? ____________________________ Grade:______

What is the student’s neighborhood school? ________________________________

If you have a student attending the requested school, who will continue there next year, list below:

Co-enrolled Sibling Name: Last: ___________ First: _______________ Pupil ID#: ___________ Grade:______

□ Parent □ Guardian Address: ____________________________________________

(check one) Street ____________ Apt. # ____________ City ____________ State ____________ Zip ____________

Contact Phone Number(s): ____________________________ Email address ____________

Parent Name(s): Last: ____________________________ First: ____________________________

Last: ____________________________ First: ____________________________

WHAT IS THE REASON FOR REQUESTING A PETITION TRANSFER? You must explain why you believe this is an extraordinary circumstance. Please attach documentation to support your request.

__________________________________________________________________________________________

__________________________________________________________________________________________

How/when have you worked with the administrator of your child’s current school to resolve these issues? Please describe the outcome.

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

You may list up to three schools/programs that you believe would meet your student’s needs.

#1__________________________ #2__________________________ #3__________________________

If you are applying to an Immersion program, please select your child’s Native Language* below:

□ English, □ Chinese (any language native to China), □ Japanese, □ Spanish, □ Russian, □ Vietnamese, □ Other__________

* Native Language means the language a child has been speaking and listening to with a parent or guardian since birth.

- All immersion programs have spaces allocated for students who are native speakers of the target language
- Non-native speakers applying for immersion program grades 1-12 must contact the Dual Language Immersion department at 503-916-3151 or email darmenda@pps.net to schedule a language assessment

My signature indicates I have read and understand the petition transfer process.

__________________________________________________________________________________________

Parent or Legal Guardian Signature ____________________________ Date ____________

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  Fax: 503-916-3699

Portland Public Schools is an equal opportunity educator and employer.