



Enrollment Application 2018-2019

Open Enrollment Applications are due **Friday March 16, 2018 at 3 pm**
The Open Enrollment Lottery will be held **Thursday March 22, 2018 at 5 pm**
Email Enrollment Application to: officemanager@liveoakcharter.org

Post Open Enrollment Applications and their subsequent lotteries will be held as the previous lottery wait list is expended

100 Gness Concourse, Petaluma, CA 94952 • 707.762.9020 FAX 707.762.9019

Child's Name _____ Birth Date _____

Home School District _____ Grade Level for 2018-2019 _____

Parent/Guardian Contact Information

Household A
Primary Contact (A1) _____
<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other _____
Primary Phone _____
Secondary Phone _____
Email (A1) _____

Household B <input type="checkbox"/> No 2nd household
Primary Contact (B1) _____
<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other _____
Primary Phone _____
Secondary Phone _____
Email _____

Secondary Contact (A2) _____
<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other _____
Primary Phone _____
Secondary Phone _____
Email _____

Secondary Contact (B2) _____
<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other _____
Primary Phone _____
Secondary Phone _____
Email _____

Residence Address Household A
Street _____
City _____ Zip _____
Mailing Address (if different from home)
Street _____
City _____ Zip _____

Residence Address Household B
Street _____
City _____ Zip _____
Mailing Address (if different from home)
Street _____
City _____ Zip _____

OPEN ENROLLMENT

Application and admission is open to any student residing in California who wishes to attend. However, if the number of students who wish to attend exceeds the school's capacity, enrollment shall be determined by a public random drawing (lottery). (Education Code Section 47605(d)(2)(A) and (B))

OFFERS OF ADMISSION

Offers will be made by letter to the applicant's family, to be sent within ten (10) days of the enrollment lottery. The family will have five (5) business days from the date of mailing to respond. If the family does not respond, one phone call will be made, and the family has two (2) business days to contact the school. If the family does not respond, the applicant will be considered to have "declined" and will lose his/her place in the class.

COMMITMENT TO DIVERSITY

Live Oak Charter shall be nonsectarian in its programs, admission policies, employment practices, and all other operations, shall not charge tuition, and shall not discriminate against any person on the basis of ethnicity, national origin, race, gender, gender identity, gender expression, disability, or any other characteristic as set forth in Section 47605(d) of the Education Code.

ENROLLMENT PRIORITY

Students are considered for enrollment with the following priority status as set forth in the school’s charter:

1. Students presently enrolled in Live Oak Charter (guaranteed enrollment for following year)
2. Students who have siblings enrolled in Live Oak Charter. (Siblings include children living in the same household who share at least one parent, stepparent or guardian).
3. Students who are the children of staff members of Live Oak Charter
4. Children residing in attendance area of nearest district school, McKinley (McDowell) Elementary
5. Children residing in attendance area of the Petaluma Elementary School District
6. Children residing outside of the Petaluma Elementary School District

My child claims the following enrollment priority status:

- Sibling of current Live Oak Charter student: Sibling name(s) _____
- Child of Staff Member: Staff member’s name _____
- McKinley (McDowell) service area resident (see required proof of in-district priority status below)
- Petaluma City Elementary School District resident (see required proof of in-district priority status below)

PROOF OF IN-DISTRICT PRIORITY STATUS

For purposes of determining eligibility for an enrollment priority status, a student is considered “in-district” if all of the following apply:

1. The student’s primary residence as of the date of their application AND as of the date of their submission of their completed enrollment packet lies within the relevant priority geographic area (McKinley service area or PCS elementary school district boundary);
2. The in-district residence has been the student’s primary residence for at least one month prior to the admission lottery, or the family otherwise demonstrates an intention to continue long-term residency within relevant priority geographic area (McKinley service area or PCS elementary school district boundary) (See “Special Cases”); and
3. The student’s family provides 2 proofs of residency along with this application (valid proofs below)
 - Current year property tax statement or current rental agreement with landlord contact information (tax or rental amounts, or other monies due, may be obscured)
 - Current pay stub or bank statement showing activity within previous 30 days (financial figures and other confidential information may be obscured)
 - Original copy of entire PG&E or other utility statement within last 30 days
 - Major credit card statement (figures may be obscured) showing activity within previous 30 days

SPECIAL CASES

1. Applicants to the school who believe that they qualify for in-district enrollment preference but whose circumstances do not conform with the bullet points enumerated above should submit a detailed explanation in writing, including relevant supporting documentation, to the school well in advance of the lottery date. Determination of in-district status in special cases will require written approval of the Executive Director.
2. Proof of residency is not required for homeless students in accordance with the McKinney-Vento Homeless Assistance Act of 1987 and Education Code Section 48850.

IMPORTANT NOTE

If your child is offered admission to school, you will be required again at the time of the completion of the enrollment package to confirm his/her eligibility for any enrollment priority status claimed on this application. If there is a change in your child’s priority status before the time of the lottery, or post-lottery while on the wait list, it is the applicant’s responsibility to notify the school of that change. If an applicant’s status has changed and the school is not informed and you are unable to provide proof of the priority status stated on this application at the time of turning in the enrollment package, then the student will forfeit his/her place and will go to the end of the wait list.

CONFIRMATION

I certify under penalty of perjury that all of the information given in this application is true to the best of my knowledge. If, at any time, the school determines that the student did not qualify for an enrollment priority status through which he or she was initially granted admission, the school reserves the right to dis-enroll the student. In the event of disenrollment, a new application for enrollment may be submitted and will be processed in accordance with the student’s current enrollment priority status and any current wait list.

Printed Parent Name	Parent Signature	Date
---------------------	------------------	------

Printed Parent Name	Parent Signature	Date
---------------------	------------------	------