



1617 Old Arcata Road
Bayside, CA 95524
(707) 822-4896

Superintendent/Principal Melanie Nannizzi
Assistant Superintendent Timothy Parisi

Dear Interested Families,

Thank you for your interest in Jacoby Creek School. The staff strives to ensure that we provide students with a well-rounded and outstanding education. While working toward academic excellence, we strive to teach students to be kind, productive, and considerate citizens. We are proud of the many successes that our students demonstrate while attending Jacoby Creek School and after they move forward with their education. Parent involvement is strongly encouraged at Jacoby Creek School.

Please complete the attached documents if you are interested in registering your child(ren) for the 2019-2020 school year. Students living within the JCS District boundaries are guaranteed enrollment. Please complete the Proof of Residency form and provide the required documents with your registration packet.

If you do not live within the boundaries of the district, enrollment priority is given first to students already attending JCS, then to the children of JCS employees, and then to the siblings of JCS students. New students not within one of the above categories applying for remaining slots will receive those slots determined by a public random drawing. **Please carefully read the attached registration timeline for more information about the random public drawing and the open enrollment window for interdistrict transfers.**

If you do not live within the district boundaries you will need to get an interdistrict transfer agreement from your district of residence in order to attend JCS. This is a document that you will get from your child's "neighborhood school." The interdistrict transfer is an agreement between your child's district of residence school, you, and Jacoby Creek School. Your interdistrict transfer will need to be renewed annually.

All students coming into Transitional Kindergarten/Kindergarten will need the following documents:

- Birth Certificate
- Immunization Record (California law requires that students are up to date on all required immunizations or that they have a medical waiver signed by a licensed physician.)
- CHDP Well Child Exam- Done within 18 months of entering First Grade. (Forms are available in the office.)
- Oral Health Assessment (Forms are available in the office.)

California law also requires that all students entering the Seventh Grade will need to provide an up-to-date immunization record with proof of TDAP or a medical waiver signed by a licensed physician.

Our office staff is happy to help you with any questions that you may have about the registration process. Please let us know if you would like to observe any of the classrooms or have a tour of the school.

Sincerely,

Melanie Nannizzi

Superintendent/Principal

Jacoby Creek School District

Enrollment Time Line for 2019-2020

Open Enrollment Window:

- December 1 **Registration Packets Available** – Download from our website or pick one up in the office. Families living outside of the JCS School district will need an interdistrict transfer. **Interdistrict transfers may be requested between December 1, 2018 through February 1, 2019.**
- November 29 **Kindergarten Parent Night** - A time for parents to come meet our kindergarten teachers and hear about our transitional kindergarten (TK) and kindergarten (K) programs- 6:30 p.m.
- January 14 **Registration deadline for the public random drawing**
In the event that there are more registration applications than openings, a public random drawing will be held on January 18. Families not receiving a placement will be placed on a waiting list in the order determined by the public random drawing. Public random drawing results will be posted on January 18 in the breezeway window. Families will be notified of the results by telephone or mail within 5 business days. After receiving notification parents will have 3 business days to finalize their decision. Students living outside of the JCS district boundaries will have until the end of the month to request an inter-district transfer from their district of residence. Open enrollment window closes on February 1.
- Transitional Kindergarten/Kindergarten Orientation for new enrollees**
If your child is placed in our transitional kindergarten or kindergarten, you will receive an invitation for this event. It takes place in late February or early March. Watch for a postcard inviting you.

Registration materials received after January 12 will be numbered, and if there is a waiting list, placed behind those drawn in the public random drawing.

Families on the waiting list will be notified by phone if an opening becomes available. The following stipulations will apply:

- * Parents will have 3 days to finalize their decision after being notified, up until July 31st.
- * After August 1st parents will have 24 hours to exercise their enrollment option.

**Registration materials may be picked up in the school office.
Waiting lists will not carry over from year to year.**

In admitting students, no applicant will be discriminated against on the basis of ethnicity, national origin, gender, or disability. Admission preference will be based on the following conditions:

- Enrollment shall be provided to all students who live in the legal boundaries of the district.
- If space is available, enrollment shall be provided to all students who currently attend the school.
- If further space is available, preference shall be given to students whose parents are employed full-time at Jacoby Creek School District.
- If further space is available, preference shall be given to students whose parents are employed part-time at Jacoby Creek School District.
- If further space is available, preference shall be given to siblings of students currently attending the school.
- New students, not within one of the above categories, applying for remaining slots will receive those slots determined by the public random drawing.