

Application Process

Transfers between neighborhood schools and entry into alternative schools are possible as space is available. All school choice request forms received during the annual open enrollment period will be included in the school choice lottery which takes place each spring for the following school year. Transfers will be granted in the order determined by the lottery. Transfer requests received after the lottery deadline may be accommodated if there is space available, otherwise the student will be placed on the school's waiting list.

To request enrollment in an alternative school or other neighborhood school, follow this process:

- Starting January 4, 2012, you can pick up a school choice request form at any school, at the 4J Education Center office of Instructional Services, 200 North Monroe Street, or online at www.4j.lane.edu
- Complete the school choice request form. You may include up to three school requests on this form, chosen from the list of schools on the reverse of this page.
- Return the school choice request form no later than 5:00 p.m. Friday, March 23, 2012, to the 4J Education Center office of Instructional Services, 200 North Monroe Street.
- After the lottery and upon receiving a school approval, register your student at the school by Friday, April 20. School approvals received after the response deadline will be handled on a timeline as identified by the school.

School Choice Eligibility

To be considered eligible for the school choice request process:

- Families and students must reside in the same household in the Eugene School District 4J attendance area at the time a request is submitted.
- Sibling priority is given after the co-enrolled sibling has attended a school for an academic year.
- Siblings must reside in the same household in a family relationship.
- Elementary school students receiving free/reduced priority must qualify for free or reduced-price school lunch at the time of school choice application and enrollment. Verification of free/reduced status will be determined upon enrollment. Students who do not qualify for free/reduced status at the time of enrollment will lose priority status, and will be withdrawn if other students are waiting for admission, and placed at the end of the list.
- Exchange students from other districts can enter the lottery if they have a current exchange and are attending a 4J school. However, exchange students will be placed only after all 4J district students have been placed.

School Choice Lottery and Priorities

A lottery will be used to select students and requests for school choice will be evaluated according to the criteria below. The board may establish additional attendance area priorities to manage student enrollment capacity.

First priority will be given to students who were previously enrolled in the school but whose parents have moved to the attendance area of another 4J school. Families who claim priority based on "returning student status" may be asked to show documentation of past residency in the region. The intent of this priority is not to accommodate families who may be using residence in multiple homes in the district to bypass residency requirements.

Second priority will be given to students who request to transfer to a school that will be attended during the coming school year by another member of the requesting student's immediate household.

Third priority will be given to all other students who will be selected for placement on the waiting list by lottery, with the following conditions: Priority will be given to students who qualify for free or reduced meals, and are applying to elementary schools that are below the district average for free or reduced meals. This priority will take place on an alternating basis. "Alternating basis" shall mean priority will take place with alternating selections between the two separate lists of free and reduced qualified students and all other students, by first selecting one name from one list and then one name from the other, beginning with the top of the lists. For qualified students to be included in the lottery, a complete free/reduced information waiver form must be attached to the application. This waiver form allows the district to use individual free/reduced student information to identify the student for special priority.

The following elementary schools have been identified for free/reduced meals priority: Buena Vista, Camas Ridge, Charlemagne at Fox Hollow, Edgewood, Edison, Gilham and Yujin Gakuen.

Fourth: Transfer students who reside in other districts may have other priorities applied.

Out-of-District Transfer Requests

Do not use this form to request an out-of-district transfer.

For out-of-district transfers, please see www.4j.lane.edu/instruction/outofdistricttransfers or call 541-790-7553 for more information.

Athletic Eligibility for Students Applying for School Choice

Students who participate in school choice at the high school level will be eligible to participate in interscholastic athletics in accordance with procedures established by the superintendent. The procedures are intended to prohibit recruiting of athletes without unjustly penalizing students. The procedures in no way are to be interpreted as condoning the recruitment of any athlete from one high school to another since recruitment is a clear violation of District 4J policy and intent.

Rules for Approved Transfers

Parents will be responsible for transportation to and from school unless space is available on a district bus traveling to that school.

Once approved, a transfer will ordinarily remain in effect until the student completes the highest grade in the school, the student's parent requests that school choice be rescinded, or school choice is revoked from a neighborhood school.

When a student is promoted to a new level (from level K–5 to level 6–8 or from level 6–8 to level 9–12), the student will enroll in the school in the attendance area in which his or her parents reside unless a school choice request is submitted and approved. Students attending K–8 or K–12 alternative or language immersion schools will automatically be enrolled in the next level school. If the student rescinds enrollment in the alternative or language immersion school, a school choice request must be submitted and approved to remain in a school outside their attendance area.

School choice may be revoked by the superintendent or designee for irregular attendance, chronic tardiness, or persistent refusal to abide by rules for student behavior in effect at the school. School choice may also be revoked if the student does not meet specific written conditions of the school choice request or if information on the school choice request application is falsified.

4J Schools

ELEMENTARY SCHOOL PROGRAMS

Adams	Edison
Arts & Technology Academy at Jefferson (K–8)	Family School (K–8)
Awbrey Park	Gilham
Bertha Holt	Howard
Buena Vista—Spanish Immersion K–12	McCornack
Camas Ridge	River Road/El Camino del Río
César Chávez	Spring Creek
Charlemagne at Fox Hollow—French Immersion (K–12)	Twin Oaks
Corridor	Willagillespie
Edgewood Community	Yujin Gakuen—Japanese Immersion (K–12)

MIDDLE SCHOOL PROGRAMS

Arts and Technology Academy at Jefferson (K–8)	Madison
Cal Young	Monroe
Family School (K–8)	Roosevelt
Kelly	Spencer Butte
Kennedy	

HIGH SCHOOL PROGRAMS

Churchill	North Eugene
Eugene International High School at Churchill	School of IDEAS
Sheldon	International High School
Eugene International High School at Sheldon	Academy of Arts
South Eugene	<i>North Eugene implements its lottery for placement in small schools once you have received a transfer to North. Write North Eugene on the School Choice Request Form.</i>
Eugene International High School at South Eugene	

To learn more about 4J schools, please see www.4j.lane.edu/schools.

**FORMS MUST BE RECEIVED BY
5 p.m., Friday, March 23, 2012**

Please provide the following information about your student

First Name _____ M.I. _____ Last Name _____

Date of Birth _____ Gender Male Female

Grade Entering Fall 2012 _____ School Now Attending _____

Neighborhood School in Fall 2012 _____

Home Address _____ City _____ State _____ Zip _____

Mailing Address _____ City _____ State _____ Zip _____

Please write up to three schools on the lines below.

See other side of this form for a list of school names. *Do not include your neighborhood school or any charter schools.*

Please complete additional parent/guardian information

Parent/Guardian (1) First Name _____ Last Name _____

Home Phone _____ Work Phone _____ Cell Phone _____ Email _____

Parent/Guardian (2) First Name _____ Last Name _____

Home Phone _____ Work Phone _____ Cell Phone _____ Email _____

Please complete the following additional information as is applicable

Applying for Sibling Priority—Priority will be given to students who request to transfer to a school that will be attended during the coming school year by another member of the requesting student’s immediate household.

Yes Sibling Name _____ School Grade _____

School Sibling Attends _____ Sibling Birthday _____

Applying for Free/Reduced Meals Priority—The following elementary schools have been identified for free/reduced meals priority: *Buena Vista, Camas Ridge, Charlemagne at Fox Hollow, Edgewood, Edison, Gilham and Yujin Gakuen.*

Yes (If yes, must attach Parental Permission to Disclose form)

Twins—The parents of twin students who want both of their children to participate in the lottery have two options:

Yes—Parents may submit one joint application. Both names would be placed in the same position on the waiting list. If one twin is accepted, then both twins are accepted.

No—Parents may submit two separate applications. The two twins would be placed on the waiting list in the order they are selected. If only one twin is accepted the other twin may be considered for placement in the school the following year.

Twins Applying Jointly? **Yes** Twin’s first and last name _____ **No**

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School Choice Lottery and Priorities for Howard and River Road/El Camino del Río

RIVER ROAD SPANISH-SPEAKING STUDENTS: In order to manage the 50% Spanish speaking/50% English speaking enrollment for a dual-language immersion program, the following priorities will be implemented for placement at River Road/El Camino del Río Elementary School. Students will be selected for placement on the waiting list by lottery:

First priority will be given to Spanish-speaking students who were previously enrolled in the school but whose parents have moved to the attendance area of another 4J school.

Second priority will be given to Spanish-speaking students with a member of their immediate household who will be attending during the coming school year.

Third priority will be given to Spanish-speaking students living in the Howard attendance area.

Fourth priority will be given to all other Spanish-speaking students in the 4J school district, and then to Spanish-speaking students from other school districts who have exchanges.

HOWARD ELEMENTARY SCHOOL and RIVER ROAD ENGLISH-SPEAKING STUDENTS: In order to manage enrollment, students will be selected for placement using the following priorities:

First priority will be given to students who were previously enrolled in the school but whose parents have moved to the attendance area of another 4J school.

Second priority will be given to students with a member of their immediate household who will be attending during the coming school year.

Third priority at Howard Elementary will be given to River Road attendance area students. River Road will accept English-speaking students who wish to enroll in its dual-language immersion program with priority given first to River Road and then to Howard Elementary attendance area students.

Fourth priority will be given to all other students in the 4J school district, and then to students from other school districts who have exchanges.

Yes Please check if the student is a heritage Spanish speaker and wishes to be considered for priority at River Road/El Camino del Río.

Students with Disabilities—Special Education /Section 504 in School Choice Process

Parents of special education students and Section 504 students may apply to transfer their student to a school other than their neighborhood school or the school listed on the student's IEP or Section 504 plan, as allowed by the district's school choice policy.

Disabled Students—If a student with a disability is accepted through school choice, his or her position on the list will be held at the choice school until the district has objectively determined whether the choice school can provide appropriate special education and related aids and services for the student, and there is space in the program. If the Special Education program does not have space or the student's IEP or Section 504 plan cannot be implemented at the choice school, the student will be denied transfer into that choice school. If necessary, an IEP or Section 504 meeting may be convened to determine if the student's IEP or Section 504 plan can be implemented at the choice school.

The parents of a student with disabilities (special education and Section 504), who attends a school other than their neighborhood school on a school choice transfer, must provide their own transportation.

Yes **No** Does the student currently receive special education (IEP) services, or is the student on a Section 504 plan?

Yes **No** If the student is a preschool student, does he or she receive preschool special education services (IFSP)?

Your signature indicates you are a parent/guardian for this student and the above information is accurate.

I attest that the above information is accurate. I understand that falsifying information on this document could result in revocation of my student's transfer.

Signature of Parent/Guardian _____

Please Print Name _____

Please return this form to: Department of Instructional Services—School Choice
Eugene School District 4J, 200 N Monroe, Eugene, OR 97402-4295

This form is NOT an application for free or reduced lunch.

Please fill out this form ONLY if you are applying to one of the following schools and you believe you are eligible to receive priority in the lottery based on current free and reduced lunch status:

Buena Vista, Camas Ridge, Charlemagne at Fox Hollow, Edgewood, Edison, Gilham or Yujin Gakuen.

Parental Permission to Disclose Free/Reduced Meal Qualification

To Parents or Guardians of Students Who Qualify for Free or Reduced Meals:

Federal law requires that schools limit access of records to students who qualify for free or reduced price breakfast and lunch. The name listed below can only be used by food service staff in the delivery of food service and by those who administer federal grant programs and by those who must report individual student data to state or federal government.

For names to be used for other purposes requires prior consent from the student's parent or guardian. If consent is given, **district policy is to limit use of this information to legitimate educational purposes**. By signing this consent form, you are allowing additional district staff to have access to your student's status for the purpose of **receiving priority status in the school choice lottery**. Priority will be given to students who qualify for free or reduced meals, and are applying to elementary schools that are below the district average for free or reduced meals (see above).

Please fill out one form for each school choice request form submitted for the lottery.

I have read and understand the information above and, as parent or guardian, authorize the release of information to district personnel stating that the following student qualifies for free or reduced meals through the National School Lunch Program.

Student (Full Name): _____ Current School: _____

Signature of Parent or Guardian _____

Date _____

Please **attach this form to your school choice request form** and return to the
Office of Instructional Services — School Choice, Eugene School District 4J, 200 North Monroe Street, Eugene, OR 97402-4295

How to get a **FREE LUNCH** for your child & **HELP YOUR SCHOOL** at the same time



Your child may be eligible for **free or reduced-price** school meals.

Did you know? There are extra benefits as well — students on this program can also qualify for reduced fees for 4J athletics and activities, free LTD bus passes for some high school students, and discounts on other community sports and recreation programs, such as Kidsports and RecZone. (A separate release form must be submitted.)

How does it help your school? Additional federal funding is provided to schools based on free and reduced counts, so if you qualify and fill out a form you are helping your family and your school!

How do you qualify? If your household income is at or below the amount on the income chart shown below or if your family receives food stamps, Temporary Assistance to Needy Families (TANF), or benefits from the Food Distribution Program on Indian Reservations (FDPIR), your child can receive this benefit.

Household Size	Annual	Month	Week
-1-	20,147	1,679	388
-2-	27,214	2,268	524
-3-	34,281	2,857	660
-4-	41,348	3,446	796
-5-	48,415	4,035	932
-6-	55,482	4,624	1,067
-7-	62,549	5,213	1,203
-8-	69,616	5,802	1,339
For each additional family member add...	+ 7,067	+ 589	+ 136

How do you apply? Your child’s school has applications and release forms available for you to fill out, or you may get one online at www.4j.lane.edu or at the 4J Education Center, 200 North Monroe St. in Eugene.

This is a confidential program. The only people who will know your child is receiving benefits are nutrition staff (unless a release form is submitted in order for us to release information to 4J Athletics, Kidsports, LTD or other organizations offering benefits to qualifying students). Great care is taken to ensure that children on the program are not identified to other students or adults. If you have any questions about the program or how to apply, please feel free to contact Nancy Gripp at the Eugene School District, 541-790-7659.

The United States Department of Agriculture (USDA) and the State of Oregon prohibit discrimination in all USDA programs and activities on the basis of race, color, national origin, sex, religion, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, D.C. 20250, or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.