



Pacifica School District

375 Reina Del Mar Avenue • Pacifica, California 94044

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www.pacificasd.org

November 2009

IMPORTANT MESSAGE TO PARENTS OF FIFTH GRADE STUDENTS

Next year your child will attend sixth grade at either Ingrid B. Lacy Middle School or one of the K-8 schools (Cabrillo, Ocean Shore, Vallemar). In most cases, where s/he is now. Fifth graders attending the K-5 schools (Ortega and Sunset Ridge) are guaranteed a place at Ingrid B. Lacy Middle School. Fifth graders at one of the K-8 schools are guaranteed a place in their present school in the sixth grade.

Because the Pacifica School District is a district of choice, there are other options. Fifth graders at a K-8 school may request a transfer to Ingrid B. Lacy Middle School and fifth graders at a K-5 school may request a transfer to a K-8 school. Current fifth grade waitlists do not roll over to sixth grade. The process for requesting a transfer is outlined below.

1. Parents of fifth graders at a K-8 school who wish to transfer to Ingrid B. Lacy Middle School or another K-8 school for sixth grade must submit a Sixth Grade Request to Transfer form (attached) to the district office stating their first and, if appropriate, second and third choices. Requests for transfers must be received in the District Office at 375 Reina del Mar, Pacifica by February 23, 2010.
2. Parents of fifth graders at a K-5 school who wish to transfer to a K-8 school for sixth grade must submit a written request to the district office stating their first and, if appropriate, second and third choices. Requests for transfers must be received in the District Office at 375 Reina del Mar, Pacifica by February 23, 2010.
3. Families are strongly encouraged to participate in tours of schools with grades 6, 7 and 8 to help determine the best choice for their child. Tours last approximately 1 1/2 hours. Tours for Ingrid B. Lacy Middle School are listed below, please call Vallemar, Cabrillo or Ocean Shore directly to sign up for an individual tour.

INGRID B. LACY MIDDLE SCHOOL (6-8) 738-6665

Tuesday, October 20	9:30 am
Wednesday, November 4	9:30 am
Thursday, November 12	9:30 am
Thursday, November 19	9:30 am
Friday, December 11	9:30 am
Thursday, January 7	9:30 am
Thursday, January 14	1:45 pm
Wednesday, January 20	9:30 am
Thursday, February 11	9:30 am

CAB RILLO SCHOOL	(K-8)	738-6660
OCEAN SHORE SCHOOL	(K-8)	738-6650
VALLEMAR SCHOOL	(K-8)	738-6655

Please note: Once a request to transfer is approved, the vacancy created by that transfer will be filled; therefore, transfer requests cannot be rescinded after February 26, 2010

PROCEDURE FOR PROCESSING SIXTH GRADE TRANSFER REQUESTS

1. By the first Friday in February, sixth grade enrollment projections for Ingrid B. Lacy Middle School will be made by reviewing the fifth grade enrollment in the K-5 schools, the number of transfers requested to date and the staffing needs at the K-8 schools.
2. Once the projected enrollment for sixth grade at Ingrid B. Lacy Middle School has been determined, requests from fifth graders at the K-8 schools will be processed.
3. At the same time, requests from fifth graders at the K-5 schools to attend the sixth grade at a K-8 school will be processed.
4. Requests to transfer must be in the District office no later than 4:30pm on Tuesday, February 23, 2010. If there are more requests than available openings, a lottery will be held. The lottery will be held at the District office on Friday, February 26, 2010. Those transfer requests that were not given their first choice will be put on a waitlist for their first choice school. If the family indicated a second choice, and if there are no openings at the first choice school, their child will be placed at the second choice school. If the family indicated a third choice, and if there are no openings at the first or second choice school, their child will be placed at the third choice school. If no second or third choice was selected or if the second and third choice schools are full, the child will be placed in the school where she would have been placed had no transfer been requested. Families will be notified by mail of their child's status for the following school year.
5. Once a request to transfer is approved, the vacancy created by that transfer will be filled; therefore, transfer requests cannot be rescinded after February 26, 2010.
6. Waitlists are maintained on a first-come, first-served manner with these exceptions:
 - a. Siblings receive preference and are placed at the top of the list.
 - b. When a sibling is placed on a waitlist due to other sibling having enrolled in school, s/he is placed behind other siblings already on the list. The list of siblings is placed before the names of others on the waitlist.
 - c. Siblings mean:
 - A student whose other sibling is currently enrolled when the student attends
 - All children for whom parents have custody.
 - Children of at least one parent.
 - Children for whom the parents have legal responsibility.
 - d. Employees receive preference after siblings.
7. A child may only be on one waitlist.
8. Families with a sixth grader(s) new to the district will be placed wherever there is room in the district. If so requested, the child may be placed on one school's waitlist.
9. Residents are always above non-residents on wait list. However, once a non-resident is in a school, that non-resident may remain in that school even if a resident moves in afterward.