

# **Enrollment & Lottery**

## **Chapter 4**

## **Lottery Process**

### **Background:**

Pacifica School District's enrollment model is an Open Enrollment model. This means that eligible families can enroll their children in any of the schools in our school district. Our elementary district has designed two paths: A dual pathway (TK-5th + Middle School) and a single pathway (TK-8th grade). We are currently transitioning to having three TK-5th Grade schools, one TK-8th grade school and one 6th -8th grade middle school school. This translates to three dual pathways and one single pathway.

To provide parent choice regarding which elementary pathway to choose for their student the district has developed a lottery process for Transitional Kindergarten and Kindergarten as well as for 5th grade.

There is also a transfer process and families who do not get into their first choice school there is a wait list maintained in the event of vacancies a seat opens up at a school.

Listed below is some general information about our lottery and transfer process.

### **• Transitional Kindergarten/Kindergarten Lottery**

- Our 2025-2026 Transitional Kindergarten and Kindergarten school placement and lottery is taking place this Friday, February 7, 2025. All registration cards that were received by 4:30 pm today, February 5th, will be included in the school placement/lottery. The school placement/lottery will be conducted according to our current board policies.
- If the number of applications exceeds the number of spaces available for any given site, a lottery for available spaces for that site will be held.
- Incoming TK & Kindergarten siblings of students who will be enrolled when the sibling begins attendance in August 2025, will have priority provided that their lottery card was turned in by the deadline. Once the openings are filled, students will be placed on the waiting list for their first-choice school. At the end of the lottery process, all students will have received a placement at one of our schools.
- Pacifica School District will mail letters to each family indicating their child's placement. School placement and lottery results will also be posted at the District office. Online Registration information will follow soon after.

**Transitional Kindergarten and Kindergarten placement and lottery process will not be impacted by the decision made by the School Board at the January 22, 2025 Board meeting.**

**6th Grade Transfer Procedures**  
**Vallemar and Ocean Shore 6th-8th Grade Transfer Procedures**

- Students completing the 5th grade at a TK-5th grade school shall be guaranteed a space for the 6th grade at Ingrid B. Lacy Middle School. Students enrolled at Cabrillo shall be guaranteed a space in that program through the 8th grade.
- Vallemar and Ocean Shore students attending 6th - 8th grade in 2025-26 shall be guaranteed a space at Ingrid B. Lacy Middle School.

**Vallemar and Ocean Shore students who would like to transfer to Cabrillo School:**

- For families with students who would like to transfer schools for the 2025-26 school year here is the process: On March 10th @ 8:00 am, the 2025-26 PSD Waitlist/Transfer Form will be available on our website. It should be filled in and returned to the district office. The completed form can also be emailed to Nicole Ortega at [nortega@pacificasd.org](mailto:nortega@pacificasd.org). Copies are also available at the front desk at 8:00 am on March 10th. Completed forms should be returned to the District office as soon as possible.

- This is the web page on the PSD website where the 2025-26 Waitlist/Transfer form will be posted at 8:00 am on March 10th:

<https://www.pacificasd.org/District/1457-Student-Registration-and-Enrollment.html>.

- The 2025-2026 PSD Waitlist/Transfer Forms will be processed in the order received.
- Students that meet the criteria for \*priority status based on our policies would advance on the waitlist.

\* Students of new Pacifica School District employees and students with siblings attending the same school in the 2025-26 school year.

## **Enrollment and Lottery Process for Transitional Kindergarten**

<b>Enrollment Process</b>	<b>Procedure for 2025-26 School Year</b>	<b>General Timeline/Important Dates</b>	<b>Impacts for the 2025-26 School year</b>
Enrolling students in TK	<ul style="list-style-type: none"> <li>• Eligibility: Student born between September 2, 2020 and September 1, 2021.</li> <li>• Applications available at the District office.</li> <li>• Site tours are recommended (Cabrillo, Ortega, Sunset Ridge, and Vallemar)</li> <li>• Submit lottery card by 4:30 pm February 5th</li> <li>• Lottery Held on Friday, February 7, 2025</li> <li>• Results posted by student lottery number at the District office.</li> </ul>	<ul style="list-style-type: none"> <li>• Enrollment information, including timelines, is available in October of the current school year.</li> <li>• Lottery is held in February prior to President's day.</li> <li>• Lottery card due by 4:30 the Wednesday preceding the Lottery.</li> </ul>	<ul style="list-style-type: none"> <li>• The lottery will happen inline with current board policy.</li> <li>• Incoming TKs with a sibling in 6th-8th grade at Vallemar do not have a sibling priority. However, there has been an expansion of a second TK class at Vallemar to offset this.</li> <li>• Cabrillo has also added an additional TK class for the 2025-26 school year.</li> </ul>
Lottery and Waitlist for Students in TK	<ul style="list-style-type: none"> <li>• Prior to holding the lottery, children of PSD employees (.75 Cert &amp; .625 Classified) will be placed in available spots, if the employee parent submits their application by February 1 or the next school day if February 1 falls on a weekend. If the teacher lives out of district, they must also submit an interdistrict transfer form.</li> <li>• Prior to holding the lottery, siblings of students at each school site are placed in available spots.</li> <li>• If the number of applicants at a school exceeds the spaces available a lottery will be held.</li> <li>• A waitlist will be established for the remaining students first</li> </ul>	<ul style="list-style-type: none"> <li>• End of February, Lottery results posted at the District office</li> <li>• Beginning Mid-March Parents will be able to complete online registration for the school their child was placed in.</li> </ul>	<ul style="list-style-type: none"> <li>• We do not anticipate impacts associated with the co-location campuses and reorganization of 6th-8th grades.</li> </ul>

	<p>choice school</p> <ul style="list-style-type: none"> <li>• The same process is then done for each school for 2nd choice school and 3rd choice school.</li> <li>• Students can only be on a waitlist for one school.</li> <li>• Results posted by student lottery number at the District office</li> <li>• Parents will be notified of their placement and will be able to <b><u>register online beginning in Mid March 2025.</u></b></li> </ul>		
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## **Enrollment and Lottery Process for 2025-26 School Year for Kindergarten**

<b>Enrollment Process</b>	<b>Procedure for 2025-26 School Year</b>	<b>General Timeline/Important Dates</b>	<b>Impacts for the 2025-26 School year</b>
Enrolling students in Kindergarten	<ul style="list-style-type: none"> <li>• Eligibility: Student turns five years old on or before September 1, 2025</li> <li>• Applications available at the District office.</li> <li>• Site tours are recommended</li> <li>• Submit lottery cards by 4:30 pm February 5th or by noon on February 3rd if the incoming student is a sibling.</li> <li>• Lottery Held on Friday, February 7, 2024</li> <li>• Results posted by student lottery number at the District office.</li> </ul>	<ul style="list-style-type: none"> <li>• Enrollment information, including timelines, is available in October of the current school year.</li> <li>• Lottery is held in February prior to President's day.</li> <li>• Lottery card due by 4:30 the Wednesday preceding the Lottery. EXCEPTION: Families wanting sibling priority must submit their lottery card by noon on the Monday preceding the lottery.</li> </ul>	<ul style="list-style-type: none"> <li>• The lottery will happen inline with current board policy.</li> <li>• Incoming Kinders with a sibling in 6th-8th grade at Vallemar and OSS no longer qualify for sibling priority.</li> </ul>
Lottery and Waitlist for Students in Kindergarten	<ul style="list-style-type: none"> <li>• Prior to holding the lottery, children of PSD employees (.75 Cert &amp; .625 Classified) will be placed in available spots, if the employee parent submits their application by February 1 or the next school day if February 1 falls on a weekend.</li> <li>• Prior to holding the lottery, siblings of students at each school site are placed in available spots.</li> <li>• If the number of applicants at a school exceeds the spaces available, a lottery will be held.</li> <li>• A waitlist will be established for the remaining students first choice school</li> <li>• The same process is then done for each school for 2nd choice school and 3rd</li> </ul>	<ul style="list-style-type: none"> <li>• End of February Lottery results posted at the District office</li> <li>• Beginning Mid-March Parents will be able to complete online registration for the school their child was placed in.</li> </ul>	<ul style="list-style-type: none"> <li>• There may be a long waitlist for Cabrillo as the remaining TK-8 program.</li> </ul>



	<p>choice school.</p> <ul style="list-style-type: none"><li>• Students can only be on a waitlist for one school.</li><li>• Results posted by student lottery number at the District office.</li><li>• Parents will be notified of their placement and will be able to <b><u>register online beginning in Mid March 2025.</u></b></li></ul>		
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