

March 2009



Dear Parent or Guardian,

Our records indicate that your child will be entering a Seattle Public Schools (SPS) elementary, middle, or high school in September. The Open Enrollment period for the 2009-2010 school year runs from March 2 through March 31, so you must apply now for the schools of your choice by completing a SPS 2009-2010 Application and returning it. Before you complete the Application, please read the Application Instructions and fill out the Choice Worksheet provided with the Application. All application materials are available at the SPS Web site or at the Enrollment Centers listed below.

Applications must be received no later than 8:00 p.m. on March 31, 2009. Returning the form after that date will seriously limit the assignment choices available to your child. Seattle Public Schools is not responsible for applications not received. **If you wish to confirm your application has been received:**

1. If you mail back your application, do not remove the yellow copy from your pre-printed application.
2. Mail back the complete application and enclose a stamped envelope addressed to yourself. The yellow application copy will be date stamped and mailed back to you in the envelope you provide. If no self-addressed stamped envelope is provided, the copy is discarded and cannot be returned at a later date.
3. For other verification methods, check our Web site or the *2009-2010 Enrollment Guide for Parents* that you received in the mail.

Notification of your child's school assignment will be sent to you by the end of May.

Transportation is not available to all schools. Transportation eligibility and some school assignment tiebreakers are based on your child's official *home* address. If there are changes to your home address, you must go to an Enrollment Center and present *two* documents to verify the correct home address *or* attach photocopies of the documentation to your mail-in application form. Acceptable documentation includes copies of telephone, utility or cable bills; lease or mortgage documents; insurance or tax documents; court documents; or documents from public agencies such as DSHS.

If you have any questions, please consult the *2009-2010 Enrollment Guide for Parents*, visit our Web site at www.seattleschools.org, or contact an Enrollment Center.

ENROLLMENT CENTERS

Enrollment Services
John Stanford Center
Main Lobby
2445 Third Avenue S
(206) 252-0760

Bilingual Family Center
Aki Kurose Middle School
Room 105
3928 S Graham Street
(206) 252-7750

Regular hours: Monday through Friday, 8:30 a.m. — 4:00 p.m. with an early closure at noon on the third Wednesday of some months.

Extended hours during Open Enrollment: Open until 8:00 p.m. on March 30 and 31.