

## Enrollment Frequently Asked Questions

### Q1: How do I enroll my child at a FMSD school?

A: There is a link to online enrollment on the district website or click on the link here [fmsd.org](https://www.fmsd.org). The application process will ask that you upload certain documents, see Q6. If you are unable to upload directly, you may take all required documents to the Enrollment Center, 645 Wool Creek DR, or your neighborhood school.

### Q2: How can I find which school is my neighborhood school?

A: You can use the School Locator tab on the District Website at [fmsd.org](https://www.fmsd.org)

### Q3: Am I guaranteed a place at my neighborhood school?

A: Franklin-McKinley believes in the power of neighborhood schools. We make every attempt to ensure students attend their “school of residence.” Due to state-mandated class sizes, we are limited to the number of students assigned to each class. This number varies by grade level. Occasionally, we must place a student at a school other than their school of residence. When this is necessary, we make every attempt to return the student to their school of residence the following school year. Many times, the student and family become attached to the school where they are placed. When a spot becomes available at their school of residence, the family is given the option to return to that school or stay at their current school, but the family is responsible for checking on availability.

### Q4: How do I change schools?

A: In order to attend a school other than your school of residence, you must complete an Intra-District transfer request form. These forms are available at [fmsd.org](https://www.fmsd.org) or at the Enrollment Center.

### Q5: What is an Inter-District transfer?

A: An Inter-District transfer is a request for a student to attend a school outside their district of residence. (For example, a student who lives within the attendance area of Gilroy Unified School District wants to attend a school in Franklin-McKinley School District.) The family would need to complete an Inter-District transfer request. The request must first be approved by the district of residence. It is then reviewed and approved or denied by the “new” district of attendance. These requests must be renewed each year. [Inter-District Transfer Application](https://www.fmsd.org) is available at [fmsd.org](https://www.fmsd.org).

### Q6: What documents are needed for enrollment?

A: For TK and/or Kindergarten -

- Verification of Child’s Age:  
To prove age, Education Code section 48002 permits school districts to accept the following: • Certified copy of birth record • Statement by the local registrar or county recorder certifying the date of birth • Baptism certificate • Passport • When none of the foregoing is obtainable, an affidavit of the parent, guardian, or custodian, or any other appropriate means of proving the child’s age.
- Completed Health Examination dated after March 1<sup>st</sup> and prior to the first day of school for kindergarten or within 18 months for 1st grade.
- Dental Examination Form
- Immunization records, including TB Risk Assessment or TB test, if necessary.

- Proof of residency:  
Education Code section 48204.1 requires school districts to accept “reasonable evidence” of residency in the district, **one of the following** • Property tax payment receipts • Rental property contract, lease, or payment receipts • Utility service contract, statements, or payment receipts • Pay stubs • Voter registration • Correspondence from a government agency • Declaration of residency executed by the parent or legal guardian of the student
- IEP if your child has one

A: For grades 1-8 -

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- IEP if one

**Q7: Do I have to re-enroll my 6th grader for middle school?**

A: Your 6th grade student will automatically be enrolled in middle school. The middle school they are enrolled in will be determined by your home address.

**\*Please call or Enrollment Center for any other questions. We are happy to speak to you.**

**408-283-6149**