

PACIFICA SCHOOL DISTRICT
STUDENT SERVICES
411 Oceana Boulevard
Pacifica, CA 94044

WAITLIST PROCEDURES FOR THE 2025-2026 SCHOOL YEAR

OVERVIEW

1. The official waitlist for each school is maintained at the District Office in Student Services. The PSD Online Waitlist can be viewed by visiting the PSD website at www.pacificasd.org. The Waitlist can be found under the District Information Section and under the Student Services Department.
2. Names can be on the waitlist for one school only.
3. Names are placed in the order in which written requests are received once the waitlist is established.
4. Only Pacifica School District area residents shall be allowed on the waitlist. Out of district requestors can use the interdistrict transfer process to seek admission to the Pacifica School District.
5. Any student changing waitlists goes to the end of the new list.
6. When parents decline a placement offer, the parents of the next student on the list are called.
7. When parents decline a placement offer, their child's name is removed from the waitlist.
8. Schools will stop filling vacancies from the waitlist for that current year on the last day of the second trimester. The school year is divided into three sections, we use the term trimester, and each trimester is approximately 60 days long. The second trimester typically ends in early March.
 - a. During the third trimester, as seats become available, waitlisted students will be contacted to enroll for the upcoming school year.
 - b. During the third trimester only, should hardship exist, a parent that has accepted an offer of placement for the upcoming school year may submit a written request to the District for immediate placement.
9. Waitlists will be updated **annually**.
 - a. A letter will be sent to parents of students on the waitlist (except TK, 5th and 8th graders) by the second Friday in May notifying families to confirm in writing by the second Friday in June that they wish their child to remain on the waitlist for the next school year.
 - b. Students affirming their desire to remain on the waitlist for the next school year will be listed in the same order as the previous year.
10. The TK waitlist ends and is re-established as a result of the lottery. Please note that TK is the first year of a two-year program. TK students will roll over to kindergarten for the upcoming school year at the school where they attended TK.

RETENTION STUDENTS

1. A retained student has the highest priority on the waitlist (if there is one) for the new grade level at their current school.
2. If a student being retained is on a waitlist other than the current placement, their name is moved to the list to the new grade level and placed appropriately (sibling, resident, non-resident) at the bottom of the list.
3. Parents are responsible for informing the District Office in writing that their child is retained, and they wish to remain on a school's waitlist.

NOTIFICATION

1. Between **August 1 and June 6** families will be contacted by phone and given **24 hours** to accept a placement offer.
2. Between **June 7 and July 31**, families will be contacted by phone and given **48 hours** to accept a placement offer.
3. Families who do not respond to offers within the allotted amount of time will be dropped from the waitlist and must re-apply.
4. Families who will be on vacation must inform the district in writing of the dates they will not be available by phone and provide an alternate contact that has authority to respond for the family.

SIBLING PREFERENCE

Guiding principle: Keep siblings together.

DEFINITION

1. In all situations, siblings must reside in the same household.

2. *Sibling is defined as: a student whose other sibling is currently enrolled when the student begins attendance; all children for whom parents have custody; children of at least one parent; and children for whom the parents have legal responsibility. However, in the case of "blended families", children are not considered siblings unless the parents are married or are registered domestic partners.*
3. *Should a sibling change schools before the beginning of the school year, the sibling preference placement shall become void.*

SPECIAL EDUCATION

1. *The Individual Educational Placement (IEP) team determines the student placement. Student placement in terms of Open Enrollment refers to students placed in special education classrooms located at specific sites.*
2. *Siblings of students placed through the North County Collaborative and the County special education programs must follow the District Interdistrict Policy and procedures if the family resides outside of the District attendance boundary.*
3. *Siblings of students placed through the North County Collaborative and the County special education programs that have been accepted through the interdistrict transfer policy follow the Sibling Preference Waitlist Procedure.*

PLACEMENT ON THE WAITLIST

1. *Parents must notify the District Office in writing that they have a child to be added to the waitlist with sibling preference.*
2. *Except in the case of entering kindergarteners, siblings are added to the waitlist in the order that the request is received by the District Office.*
3. *Except in the case of entering kindergarteners, sibling preference is effective upon acceptance of offer of placement/school of record.*
 - a. *Should the accepting student choose not to attend the school of choice/school of record, the sibling preference placement shall become void.*

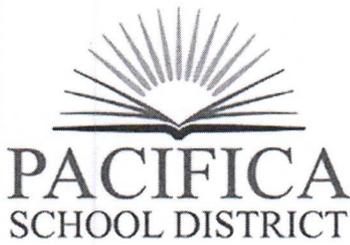
SIBLINGS OF ENTERING KINDERGARTNERS AND SIXTH GRADERS WHO PARTICIPATED IN THE LOTTERY

1. *Parents with siblings of kindergarteners or sixth graders placed in the lottery should notify the District Office in writing after the lottery and prior to the last day of the second trimester that they have a sibling to be placed on the waitlist.*
2. *On the last day of the second trimester, siblings of kindergarten and sixth graders placed in the lottery will be moved up in the order their names appeared on the original waitlist.*

WAITLIST ORDER

1. *Children retained or accelerated at their current school*
2. *Children of district employees (Minimum FTE: Classified: .625 and Certificated: .75 only)*
3. *Siblings of students presently enrolled in the school*
4. *Residents of the district who do not have siblings at the school*

Please note: When two custodial parents/guardians or different households with equal education rights cannot agree on the school in which to enroll the student, the first school in which the student was registered by either parent/guardian will be the default school of choice.



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STUDENT SERVICES DEPARTMENT
411 Oceana Boulevard
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Phone: 650-738-6606

REQUEST TO TRANSFER SCHOOLS / WAITLIST REQUEST

I am requesting a school transfer for my child. I understand that if space is not currently available at the requested school, my child will be placed on the waitlist for that school. Families who will be on vacation must inform the district in writing of the dates they will not be available to be reached by phone and provide an alternate contact that has authority to respond for the family. Parents are responsible for contacting Student Services if any information must be updated.

School Requested: _____
(Students can be on the waitlist for one school only.)

Grade level for the 2025-2026 school year: _____ (i.e.: grade level as of August 2025)

Confidential Online Waitlist ID #: _____ (issued by Pacifica School District)

Child's Name: _____ **Birth Date:** _____

Child's Residence Address: _____ **City:** _____ **Zip:** _____

Mailing Address: _____ **City:** _____ **Zip:** _____
(*if different from child's address)

Current School: _____ **City:** _____

Does your child have an IEP or receive any other services? _____

Does your child have a 504? _____

Does your child have a sibling currently attending your requested school? _____

If so, please provide the sibling's name: _____ **Grade:** _____

#1 Parent/Guardian Name: _____

#2 Parent/Guardian Name: _____

Email address (*Required): _____

Best Daytime Phone Number (*Required): (_____) _____

Alternate Phone Number: (_____) _____

I have received a copy of the Waitlist Procedures.

Parent Signature: _____

Date: _____

<i>For District Use Only</i>
<i>Date Contacted:</i>
<i>Spoke to/Left Message:</i>
<i>Parent response:</i>