



## New Student Registration Timeline for the 2019-2020 School Year

<b>February 2019</b>	<p><b>Visitation Days:</b> Guided tours of our elementary schools are held on specific days in February, Redwood in March. These are the <i>only</i> days when prospective parents may tour the classrooms. Go to <a href="http://www.saratogausd.org/enroll">www.saratogausd.org/enroll</a> for dates and reservation instructions. <b><i>Tours are for adult parents/guardians only. Please make arrangements for childcare.</i></b></p>
<p><b>March 4 through March 29 REGULAR Registration Period</b></p> <p><i>All elementary school requests are treated equally during this registration period – school placement is <u>not</u> determined by the registration completion date for registrations completed during the Regular Registration period.</i></p>	<p><b>Regular Registration Period for CURRENT District Residents:</b> Families who can provide ALL required documentation may register March 4 - 29. If you are in process of moving into the district, you may qualify for <i>Conditional Registration</i> starting April 15.</p> <p><b>Registration is a 3 step process:</b></p> <ol style="list-style-type: none"> <li>Download the Preregistration Packet online. Packets will be available by February 1.</li> <li>Begin the enrollment process by bringing in the completed preregistration packet and required documents to the District Office between <b>8:30 a.m. to noon, Monday, Wednesday, or Friday only</b>, during the appropriate registration period. A district staff member will verify that your residency documents, identifications, and immunization* records are complete. Required documents are listed on the front page of the preregistration packet. If you are unable to come in during registration hours, call the District Office at (408) 867-3424 for an appointment.</li> <li>After the preregistration, you will receive an email with a link to complete the registration online. Your registration is <b>not</b> complete until the online portion of the registration is submitted online. You will receive an email confirmation when your registration is complete.</li> </ol> <p><b><i>Online registration must be complete by March 29, 2019 in order to maintain K-5 school placement priority over Conditional Registrants. There are no exceptions for incomplete documents during the Regular Registration period.</i></b></p> <p><i>Parents with elementary-aged children currently attending the district must complete new sibling registration by <b>March 29</b> to ensure placement at the same elementary site.</i></p>
<p><b>April 15 onwards CONDITIONAL Registration</b></p> <p><i>New elementary school students will be placed at schools based on space availability when the registration is completed.</i></p>	<p><b>Conditional Registration Period:</b> Families who have just moved into the district may start their registration at the District Office with <i>complete</i> student and parent documentation as well as: grant deed, purchase agreement (escrow papers), or valid lease for the upcoming school year. Remaining documents are due within 60 days or as specified by district staff at time of registration. Refer to the box above for the 3-step registration process.</p>
<p><b>Wednesday, May 1 6:00-7:00 p.m.</b></p>	<p><b>TK/Kindergarten Parent Meeting</b> at <i>Argonaut Elementary School, 13200 Shadow Mountain Drive, Saratoga</i>. Join teachers and administrators for this informative meeting for parent/guardians of incoming Kindergartners and Transitional Kindergartners. <b><i>This meeting is for adults only, please make arrangements for childcare.</i></b></p>
<p><b>Wednesday, May 22, 1:15-3:30 Tuesday, June 11, 9:00-noon</b></p>	<p><b>Kindergarten Interviews</b> at <i>Saratoga Elementary School, 14592 Oak Street, Saratoga</i>. Kindergarten teachers will conduct informal 20 minute “interviews” with incoming Kinders. You can sign up for an interview appointment during your online registration. Interviews are optional. Transitional Kinders do not need to attend.</p>
<p><b>July 31</b></p>	<p>Complete immunization records showing proof of receiving any outstanding vaccines and/or TB test results are due. Incomplete records may result in school start date delay.</p>
<p><b>August 8</b></p>	<p><b>Notification of which school your K-5 student has been assigned to will be emailed</b> to families who have completed their registration <u>and</u> cleared immunizations.</p>
<p><b>Mid August</b></p>	<ul style="list-style-type: none"> <li>TK-5: Your assigned school will email/mail back-to-school information. Classroom/teacher lists will be posted at your school site at 4 p.m. August 13.</li> <li>6-8: Redwood New Student Orientation and schedule pickup will take place.</li> </ul>
<p><b>Thursday, August 15, 2019</b></p>	<p><b>First Day of School!</b></p>

\* Your child’s immunization record is required to process the registration. Vaccinations do not need to be up-to-date at this time, but need to be complete with proof sent to the District Office prior to **July 31**. Redwood schedules and/or elementary school assignment will be withheld until immunizations are cleared.