

Childcare and Schools in Berkeley



Please note that the following information is for **guidance only**. Please check with the relevant school district for the exact rules and procedures.

Berkeley Unified School District uses a centralized student matriculation process, with two steps:

1. **Enrollment with BUSD:** Parents/guardians submit required documents in order to enroll students into Berkeley Public Schools. Students are assigned to a school by BUSD, although you are able to mark preferences.
2. **Registration:** The Admissions Office will then provide parents/guardians with instructions on how to register at the student's assigned school.

Step 1: Visit the [BUSD Visiting Scholars website](#) and read the information carefully. Download the [Enrollment Checklist for Visiting Scholars](#). The enrollment checklist will help you make sure you are gathering all of the necessary documents.

Step 2: Complete [Online Enrollment Form and Declaration of Residency](#). You and your student must be residing in Berkeley when submitting enrollment documents. After submitting the online form, a PDF of your completed form will be emailed to you. **The PDF must be included when submitting the rest of your enrollment documents.**

Step 3: Gather and submit required documents. Email all documents to admissions@berkeley.net. All documents must be attached to one email. Emails with documents missing or documents sent through multiple emails will not be accepted. You can also mail a physical copy of your documents or drop off a sealed envelope to the Admissions Office. Information on submitting documents via these options can be found [here](#).

Please make sure ALL of the following documents are attached before sending your email:

- 1) Preference and Declaration of Residency Form (Available online only. Once completed a PDF version will be emailed to you.)
- 2) Student's Birth Certificate (Officially translated to English)
- 3) Student's report card (k-5) or transcript (6-12) for current school year (translated in English)
- 4) Parent Identification
- 5) Four original Proofs of residency (these apply only to visiting scholars)
 - a. Invitation letter from the University of California Berkeley
 - b. Rental or Lease agreement, with payment receipt (dated within 45 days)
 - c. Letter with signature from the department/ university on official letterhead confirming your Berkeley address (please contact simonsvisitorservices@berkeley.edu for this).
 - d. One from the following list with the Berkeley address where you will be residing (Must provide all pages):
 - Current bank statement (checking or savings only) / official computer printout stating you have opened an account at a bank
 - CA Governmental issued picture Identification card

- Valid automobile registration in combination with valid automobile insurance
- Utility Bill (must provide entire bill): PG&E, Landline, EBMUD, Internet or Cable

You will receive an email confirmation within 7 business days once all required documents have been submitted and reviewed by admissions. This email will contain information about next steps such as registering at your assigned school.

Do you have questions about the enrollment process? Contact the Berkeley Unified School District at admissions@berkeley.net or +1-510-644-6504. If you live in the [Albany Unified School District](#), please contact the district office at +1-510-558-3750. If you live in the [West Contra Costa School District \(Kensington, El Cerrito, etc.\)](#), please contact the district office at 510-231-1195. Please note that the school district cannot take incomplete forms, documents by fax, mail or e-mail.

Berkeley School District Important Resources:

BUSD Zones for Elementary and Middle Schools:

<http://www.berkeleyschools.net/departments/berkeley-school-admissions/find-your-busd-zone/>

Enrollment FAQs: <http://www.berkeleyschools.net/departments/berkeley-schooladmissions/enrollment-faq/>

Berkeley Independent Study (BIS):

<https://www.berkeleyschools.net/admissions/enrollment/independent/>

Other Resources for Parents, including Preschool & Daycare:

Resources for International Families – International Office UC Berkeley:

internationaloffice.berkeley.edu/childcare_schools

UC Berkeley Early Childhood Education Program: <https://ece.berkeley.edu/>

UC endorsed childcare referral agency: bananasinc.org

UC Berkeley Parents Slack: https://ucberkeleyparentslack.slack.com/join/shared_invite/zt-sc9b4685-IxhZUih3uv13hjzO58qSSA#/shared-invite/email

***Berkeley Parents Network: <https://www.berkeleyparentsnetwork.org/advice/school-advice>

Kindergartens in California: <http://cde.ca.gov/ci/gs/em/kinderinfo.asp>