

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: March 31, 2015

To: Principals and Vice Principals

Subject: SCHOOL CHOICE STUDENT ENROLLMENT 2015-2016
(PROGRAM IMPROVEMENT SCHOOL CHOICE [PISC],
MAGNET, VOLUNTARY ENROLLMENT EXCHANGE PROGRAM
[VEEP], AND OPEN ENROLLMENT PLACEMENT LISTS)

**Department and/or
Persons Concerned:** Principals, Vice Principals, and Enrollment Personnel

Due Date: For the 2015-16 school year

Reference: District Procedure Nos. 6127, 6135, 4262, and Board of Education reports: *Implementation Plan of Public School Choice under the No Child Left Behind Act, December 9, 2003* and *Update on Implementation Plan of Public School Choice under the No Child Left Behind Act, March 23, 2004*

Action Requested: Review, notify parent(s) of enrollment dates, enroll students as required by district process, and complete dispositions.

Brief Explanation:

This circular outlines the procedures for enrolling students who have applied to attend a school other than their neighborhood school through the annual enrollment options application process.

The priority enrollment period for 2015-16 school choice (PISC, Magnet, VEEP, and Open Enrollment) applications closed on February 15, 2015. Neighborhood Schools and Enrollment Options will continue to accept applications from students “new” to the district (not enrolled) and from students whose families have a change of residence after February 15, 2015. The Instructional Facilities Planning Department has determined the nonresident target by grade level at each school and shared the information with the school principal. Neighborhood Schools and Enrollment Options Office uses this target to offer nonresident enrollment at sites.

Accessing Enrollment Options Reports

First choice enrollment lists will be available to all schools on April 6, 2015. School site staff can log-in to the Enrollment Options Reports at SDCS – Support Applications to view the names of students, their contact information, and review the targets for nonresident students. The Enrollment Options Reports program uses the Legacy password from the Mainframe Client Server and not PowerSchool.

Please note that the Neighborhood Schools and Enrollment Options office mails letters via US mail only to the **first round** of students offered enrollment. Copies of the letters will be made

available on the website www.sandi.net/enrollmentoptions (click on “For Schools: Related Resources” and log-in).

Contacting Families

Parents/guardians of students who are offered enrollment at their 1st choice school will receive a letter the week of April 13th (traditional) and April 20th (year-round) from the Neighborhood Schools and Enrollment Options office confirming the offer of enrollment (see timeline below). Parents are instructed in the letter to contact the school to confirm enrollment.

While parents are given a deadline to contact the school to confirm enrollment, sites should call or send information to welcome parents on their enrollment list, confirm acceptance and advise on how to complete the enrollment process at the school. Should a parent **decline** an enrollment offer, remind the parent that this is the **only** offer of enrollment and that the alternate option will be for the student to continue at his/her current school or neighborhood school. It is imperative that staff complete the disposition in the on-line lists as appropriate.

After the 1st choice school enrollments have been confirmed, the 2nd choice school selections will be offered enrollment. The same process for notification and enrollment should be repeated. Again, please note that letters are only sent to students initially selected for their 1st choice school. School sites must contact parents for all other rounds of choice enrollment.

Process for Requesting Additional Student Names from Wait List

If families decline the offer of enrollment on the 1st choice enrollment list, please e-mail srobles@sandi.net for additional student names from your wait list. The request for additional names must include the number of non-resident students by grade level. Neighborhood Schools and Enrollment Options will release the additional names and advise sites accordingly.

Enrollment Process Timeline

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| April 6, 2015 | Student names will be released to schools on April 6, 2015. Enrollment staff should log-in to the Enrollment Options Reports to print list of students. Sites should call or send information to the parents on their enrollment list to confirm acceptance and to advise parents of how to complete the enrollment process at the school. For assistance accessing the on-line enrollment list, please call the Neighborhood Schools and Enrollment Options staff at (619) 725-7153 or e-mail srobles@sandi.net . |
| April 13- May 8, 2015 | Schools may request additional student names (1 st choice) if families who received the 1 st choice letter decline.

See above “Process for Requesting Additional Student Names.” No letters are sent to parents from Neighborhood Schools and Enrollment Options for the additional names. Parents who |

received the initial acceptance letter from Neighborhood Schools and Enrollment Options must respond by April 24th for traditional schools and May 8th for year-round schools.

May 11, 2015

This is last day for schools to request additional student names from the 1st choice wait list. If schools do not offer enrollment to all students that requested the school as first choice, no additional student names will be provided.

May 12, 2015

Release of student names that did not receive their 1st choice school will be provided their 2nd choice school selection for schools that still have space available based on the targets. No letters are sent to parents from the Neighborhood Schools and Enrollment Options Office. Schools must contact parents. Schools may request supplemental lists (2nd Priority) if 1st choice list was exhausted. See above “Process for Requesting Additional Student Names for Wait List.”

May 18, 2015

Release of student names that did not receive their 2nd choice school will be provided their 3rd choice school selection to schools that still have space available based on the targets. No letters are sent to parents from the Neighborhood Schools and Enrollment Options Office. Schools must contact parents.

June 1 – Sept. 4, 2015

Schools that still have space available based on the targets will be provided the names of late applicants “new” to the district (not enrolled) and students whose families have a change of residence.

Guidelines for Parent Notification and Student Enrollment

- School procedures for enrollment must not create barriers to the enrollment process.
- Requirements for parents such as attendance at mandatory meetings are not allowed.
- Provide enrollment notification and registration information in English and Spanish or other languages as required with a follow-up telephone call. Advise parents of required documents necessary to complete the enrollment process.
- Be very specific in conversations with parents as to the dates by which they must enroll at the site—allowing a reasonable amount of time within the timeline provided on Pages 2-3.
- Keep a record of all contact dates on the name lists (print hard copy) and complete online dispositions. Completed dispositions provide the central office with important information that may allow additional student placements at the school.
- Verify Address- If a student is currently enrolled in the district, the information in PowerSchool and from the applications is assumed to be correct. However, the address provided by the families on their application has not been verified. **It is important that all addresses be verified when enrolling students.** Remind parents to bring a “Proof of Residence” at time of enrollment. Proof of residency can include items such as a utility

bill, rental agreement, mortgage document, military housing orders, or a “Declaration of Residency.” Students that move are still eligible to enroll.

- Transportation- A transportation application must be completed for each new identified Magnet “M”, PISC “P”, or VEEP “V” student qualifying for transportation. Transportation applications are available on the district website at the Transportation Department. Please return the transportation forms to the Transportation Department to ensure transportation for September. Many VEEP and Magnet students also qualify for PISC (Program Improvement School Choice). **Siblings may also be VEEP, Magnet & Choice but qualify for PISC. If the older student qualified for a program, the younger sibling should also qualify.**

Transfer Process

- All school choice ends the Friday before school begins in the fall. Enrollment of students that applied must be completed by the first day of school, except new students to the district may apply when they arrive and offered enrollment, if there is space.
- During the first three weeks of school, neighborhood students may return to their school of residence without completing a transfer form. The transfer form is required after the first three weeks. The form is available on the Neighborhood Schools and Enrollment Options website at www.sandi.net/enrollmentoptions, click on For Schools: Related Resources and log-in.
- Resident students that move after school begins may remain at the school as long as there is space. They must apply for choice to be considered for enrollment the next school year.

Questions concerning this circular should be directed to Sandra Robles at (619) 725-7153 or e-mail srobles@sandi.net.

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APPROVED:



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