



2019-2020 Enrollment Options

APPLICATION*

*Complete on-line at www.sandiegounified.org/apply



FOR SCHOOL OFFICE USE ONLY!

Date/Time Received _____

Received by _____ Loc _____

NSEO Parent Contact _____

1 Student Contact Information – PLEASE PRINT CLEARLY!

Student's Name: _____ Birth Date ____/____/____ Sex: M F
Last First Middle mm / dd / yyyy

Home Address: _____
Number Street Apt. # City Zip Code

School Currently Attending _____ Grade Level _____ Neighborhood School _____
2019-20

Parent/Guardian Name _____ email _____

Preferred Phone Number (____) _____ Secondary Phone Number (____) _____

2 Choose Schools:

This application is not valid for Charter schools; please contact the Charter schools directly.

LIST THE THREE (3) SCHOOLS (#1-3) YOU ARE APPLYING TO IN PRIORITY ORDER. Every attempt will be made to place students in the #1 school listed. For student(s) currently enrolled in a San Diego Unified school, this application **must be receive** between October 1 and November 13, 2018. There will be only **one** offer of enrollment per student based on the priorities listed below. The process is a random selection for applications received by November 13, 2018.

#1	#2	#3
----	----	----

Note: After November 13, 2019, applications will only be accepted for students "new" to San Diego Unified (not enrolled) or for San Diego Unified families who move into a different attendance area; these applications will be prioritized for placement by date received.

3 Complete the following:

- What language does your child most frequently use at home? _____
- I have recently moved Student is new to San Diego Unified School District Student has an IEP Student has a 504 Plan

4 Priority- Check if Applicable (Valid during application period October 1 through November 13, 2019):

- Sibling(s)** – Names of brothers/sisters concurrently enrolled at requested school (include date of birth):
Student Name: _____ DOB: _____
- Employee of San Diego Unified** -- If you are an employee of San Diego Unified, you may be eligible to receive a higher priority for your child to enroll at a school within the cluster to which you are assigned. You must be at least a half- time employee and your assignment must continue next year for your child to be enrolled under this priority.
Employee ID: _____ School: _____
- Twin/Multiple Birth students** applying to the same school(s). Each student must have a completed application.

Student name DOB (mm/dd/yy) Student name DOB (mm/dd/yy)

5 Parent/Guardian Signature:

The signature of a custodial parent/guardian is required for this application to be valid. By signing this form, I understand and agree that I have correctly listed all information on this application and read and agreed to all the conditions set forth on the back of this application. Falsification may be cause for denial of requested schools.

6 Scan to:

Alma Diaz, Administrative Aide
San Diego Unified School District
Neighborhood Schools &
Enrollment Options Office

Email address: adiaz1@sandi.net
Voice: (619) 260-2410

Parent/Guardian Signature _____ Date _____

Student's Last Name

First Name

Middle

Enrollment Options Program Policies and Directions

PROGRAM POLICIES

Enrollment is on a space available basis for Magnet, VEEP, Open Enrollment, and School Choice programs. Detailed information on all programs is available in the 2019-20 Enrollment Options Catalog which is available on-line at www.sandiegounified.org/neighborhood-schools-and-enrollment-options. An online application is also available; please consider submitting your applications on-line. Please submit only one application per child.

Magnet Schools—A student enrolled in a magnet program is not allowed to make a parallel transfer to another magnet program of the same emphasis at the same level (elementary, middle/junior, senior high). Magnet students who have made a commitment to a specific theme are given first priority to continue in that theme at the change of level (elementary to middle to senior high). An application must be completed for the next level.

School Choice—An opportunity to apply to attend a school (not magnet) other than the neighborhood school. All other on-time applicants are randomized. Transportation is not provided.

Voluntary Enrollment Exchange Program (VEEP)—Eligibility is determined by the student's geographic elementary school of residence, regardless of school of attendance. Elementary students using child care affidavits to qualify for VEEP are not provided transportation to the feeder secondary school.

Continuity—Magnet, School Choice, and VEEP students may continue through the regular feeder pattern (elementary to middle to senior high) without reapplying. Transportation is limited and is not guaranteed

Enrollment & returning to neighborhood school—Students may return to the resident school during the first four weeks of school. After the first four weeks, students wishing to leave the school and return to the resident school must complete a Transfer Request form and have the agreement of the resident principal. There must be space for the student to return. Students who transfer from the Choice school and then wish to return are subject to all eligibility and enrollment criteria.

Interdistrict—Students living or moving outside of the San Diego Unified School District must apply with a School Choice application and submit an approved Interdistrict Attendance Permit once offered enrollment. Enrollment is subject to all eligibility criteria and transportation is not available.

Priority Application Time Period—Applications must be received between October 1 and November 13, 2018 for priority consideration. Magnet applications will be sorted by geographic high school cluster of residence, and continuity (continuing in a magnet theme) has the highest priority. Applications for each program are placed on grade level wait lists in accordance with the following factors:

- Sibling of currently enrolled student.
- Children of San Diego Unified employees attending a school within the cluster where the parent works.
- Elementary GATE (Gifted and Talented Education) Cluster program and high school special course (request must be in writing).
- Applications received between October 1 and November 13, 2018 will be ranked by a random, computer-generated number for each school selected (Magnet, VEEP, School Choice).
- Out-of-district students.

Late Applicants—Applications will be accepted after November 13, 2018 for students “new” to San Diego Unified (not enrolled) or current San Diego Unified families who move into a different attendance area (proof of new residence will be required). Applications received after November 13, 2018 will be prioritized for placement by date and time received. Please use the check box at the bottom of the application to indicate that the student is new or the student has moved.

Transportation- is limited and subject to distance out guidelines and minimum ridership requirements. New applications take up to 2 weeks to process before transportation can be offered.

APPLICATION DIRECTIONS

1. **STUDENT CONTACT INFORMATION:** Please print clearly and complete the entire application. Incomplete and illegible applications will be returned unprocessed to the parent. The address used for eligibility will be verified with the district records at the current school and upon enrollment in the new school. Duplicate applications may result in incorrect processing. Please provide only one application per child. The bottom of the application has check boxes for submitting a revised application. It will be assumed that this revised application replaces previous applications. **Notify the Neighborhood Schools and Enrollment Options (NSEO) office of any changes to your phone number or home address. The NSEO office will not be able to contact you without current information.**
2. **SELECT SCHOOLS:** All programs are included in this one application. You are allowed to select three schools in priority order for consideration. There will be only one offer of enrollment per student based on designated priority and space availability. Submit application between October 1 and November 13, 2018. Applications for current San Diego Unified students **will not** be accepted after November 13, 2018.
3. **COMPLETE THE FOLLOWING:**
 - **Language preference** allows The Neighborhood Schools and Enrollment Options office and the schools to send information to you in the appropriate language.
4. **CHECK IF APPLICABLE:**
 - **Siblings** must already be enrolled at the same school for applicant to receive sibling priority and applications must be received by November 13, 2018. Siblings are students who share a biological or adoptive parent/guardian, or step-siblings residing in the same household.
 - **Twins/Multiple Birth** students receive the same three priority schools (unless otherwise requested by the parent) and receive the same random priority number for each school.
5. **IMPORTANT:** Carefully read the Parent/Guardian statement before signing and dating the application.
 - Request an initialed, date-and time-stamped copy of your application when you submit it in person. If you mail your application directly to the Neighborhood Schools and Enrollment Options office, you may enclose a self-addressed stamped envelope and a copy of the application will be returned to you as a receipt.