

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** August 16, 2019

**To:** Principals, Vice Principals, Counselors and Enrollment Staff

**Subject:** OPENING OF SCHOOL – SCHOOL CHOICE

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

**Reference:** Board Policy (BP) 5116.1  
Administrative Regulation (AR) 5116.1  
Administrative Procedure (AP) 6135, 4262

**Action Requested:** Contact parent(s), enroll students as required before the first day of school.

**Brief Explanation:**

In an effort to stabilize district enrollment and related master planning for all school sites and district departments, the Neighborhood School and Enrollment Options (NSEO) Office manages an online Choice program in PowerSchool. The Choice application window for 2019-20 opened on October 1 and closed on November 13, 2018. NSEO facilitated the release of non-resident Choice applicant names to school sites in February 2019. Schools were responsible for contacting and enrolling pupils from the PowerSchool Enrollment Options Seated Lists and completing initial dispositions in March 2019. Transportation Applications for qualifying new pupils were due to the Transportation Department in May 2019.

The Instructional Facilities Planning Department provided non-resident school grade level projections to the Neighborhood Schools and Enrollment Options Office. The students were placed at schools based on their preference and the school projection by grade level. Once a school reached the projection, no additional students were assigned. NSEO continued to receive applications during the summer months for all school choice programs. Applicants were added in time/date order to each school's enrollment queue where grade level capacity still existed. If you have questions about the non-resident projections that were used to prepare your enrollment list, please contact our Instructional Facilities Planning office at (619) 725-5668.

Please ensure your InfoSnap-pending online enrollments of resident pupils have been processed. It is also important to keep the disposition on your school's lists up to date. Staff in the Neighborhood Schools and Enrollment Options Office will be assisting parents looking for school openings during the weeks before school starts. In order to provide parents with accurate information, dispositions must be complete and accurate.

It is important to remember the following:

- Non-resident students already enrolled in our district who did **not** apply for Choice and whose names are not provided to sites by NSEO may not be enrolled. They must be directed back to the prior school of enrollment.
- To ensure fairness and equity of the Choice process, as well as potential circumvention of Choice, the following should be implemented for non-resident students seeking enrollment, including those who applied for Choice *but were not accepted*:
  - NSEO will provide the waitlist to each site for cross reference purposes.
  - Enrollment staff should ensure that any waitlisted pupil requesting enrollment is not already populating on another school's roster via a District Student Search
  - Pupil may be enrolled if:
    - The pupil is not on another school's roster
    - The site has space availability
    - Teacher allocations will not be impacted
- Students who are new to the district or recently moved with new eligibility may apply immediately for consideration at schools that still have space available after the first week of school. The link to the 2019-20 Choice application will remain live through mid September and will be disabled prior to the new 2020-21 Choice application going live. Until that time, please email Alma Diaz at [adiaz1@sandi.net](mailto:adiaz1@sandi.net) to alert NSEO to a new Choice enrollment.
- After the 2019-20 online Choice application is disabled, please scan and email the 2019-20 Choice application form to Alma Diaz at [adiaz1@sandi.net](mailto:adiaz1@sandi.net). The PDF will be available on our Related Resources page through the Staff Portal after the online application is disabled.
- Students that move and want to remain at the school can do so as long as there is space available and with the principal's approval. The boundary exception in PowerSchool Demographics must be changed to Move/Continue with an end date reflecting the last day of the current school year. They must apply via Choice for the following school year in order to continue enrollment. There is priority for these pupils' Choice application, but no guarantee of selection.
- Resident students who moved out of a school's boundaries during the spring and summer months must have applied via Choice to continue enrollment at a school in the fall. Their names will be added to the list as they apply. They may be offered enrollment in the order of the list only.
- Child Care Affidavit enrollment must be renewed annually, is subject to available space, the child care facility must be located in the attendance area, but cannot be on campus, and the resident school's principal must agree to release the pupil. Principals who permit child care affidavit enrollment must re-evaluate each year if there is sufficient space to renew the enrollment, and may not permit such enrollment if there is an impact on allocations. It may not be utilized to circumvent the Choice process.
- Senior Student Priority is available to current 12<sup>th</sup> grade students in good standing. The priority allows the student to graduate from the school they have attended without an Enrollment Options application. This priority is contingent upon sufficient room in the

school, transportation guidelines, and with the principal's approval. If the student moves to another school district, then an Interdistrict Attendance Permit must be completed and on file in the Neighborhood Schools and Enrollment Options Office.

- All pupils who reside out of SDUSD boundaries must have an approved Interdistrict Attendance Permit (IAP) form on file with NSEO. Pupils who move out of district during the school year must have the same form on file, and must reapply via Choice to continue enrollment, and then obtain an additional IAP for the following year. Site enrollment staff should run non resident reports to identify out of district pupils and ensure that IAPs are current. IAPs are approved by the Operations Support Officer for NSEO, and not site staff or administrators.
- International Exchange pupils must be vetted through NSEO. Sites may not directly accept and enroll International Exchange pupils. Short term enrollment and/or "visits" of international pupils is not permitted.
- Informal School Initiated Placement (ISIP) enrollment is processed through NSEO. Please contact our office for assistance.
- District wide audits will be conducted during school year 2019-20 to confirm that boundary exception codes are accurate. Please ensure all non resident pupils are correctly coded.

During the first four weeks of school students may return to their school of residence without completing a transfer form. The transfer form is required after the first four weeks. The form is available on the Neighborhood Schools and Enrollment Options website at <https://www.sandi.net/staff/neighborhood-schools-and-enrollment-options/related-resources>.

The Neighborhood Schools and Enrollment Options Office hours for the public are 9:00-4:00 p.m. Monday-Friday. General questions concerning this circular should be directed to the Neighborhood Schools and Enrollment Options Office at (619) 260-2410.

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Neighborhood Schools and Enrollment Options Office

APPROVED:



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Distribution: List B, D, E, F