

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: October 30, 2008

To: All Principals, School Secretaries, and Enrollment Personnel

Subject: ENROLLMENT OPTIONS APPLICATION AND
CATALOGS FOR 2009-2010 SCHOOL YEAR

**Department and/or
Persons Concerned:** Principals, Vice Principals, Counselors, Secretaries,

Due Date: Beginning November 1, 2008

Reference: Education Code Articles 48209-48209.17, 48980
Board Policy F-2920, F-2955, H-1800, H-1850, H-2550, H-2575
District Procedures 4262, 6126, 6127, 6135

Action Requested: Provide applications to parents

Brief Explanation:

All schools will be sent a supply of Enrollment Option (EO) applications for 2009-2010. Beginning November 1, please **only use the applications** dated for the 2009-2010 school year. As the Enrollment Option process has changed, we will not be able to accept a “doctored” 2008-2009 application. The application may be printed from the web-site at www.sandi.net in the “Enrollment Options” section or application may be submitted on-line at www.sandi.net > Enrollment Options > EOptions Applications. Continue to use the 2008-2009 applications if a parent is clearly applying for the second semester list of this school year (2008-2009); the cutoff date for these applications is December 15. The 2008-2009 catalogs and applications are obsolete and may be recycled after this date.

In order to assist parents in making informed public school choices, all district families (Grades Pre K-11) will receive an Enrollment Options 2009-2010 Catalog via U.S. Mail during the month of November. The Enrollment Options Catalog (available in English, Spanish, Tagalog, Vietnamese and Somali) provides information regarding the **School Choice** (Magnet, Voluntary Enrollment Exchange Program [VEEP], Open Enrollment, Program Improvement School Choice [PISC]) options, Charter, and other enrollment options in one convenient publication. The catalog contains basic information about each program, the schools that offer the program, the process for applying, and an **application** for the 2009-2010 school year. The School Choice Options program applications are combined into one application located at the end of the catalog. Some parents may request an application for a program prior to delivery of the Enrollment Options Catalog to their home. **Applications for students currently attending a SDUSD school must be received between November 1 and February 15 to be eligible for an Enrollment Options School Choice program.**

Schools will receive copies of the 2009-2010 Enrollment Options Catalogs (English and Spanish) for office and counselor use. Schools with a student population comprising at least 15% of their total enrollment whose families' primary language is Tagalog, Vietnamese or Somali will also receive catalogs in the identified language(s). The EO catalog should be part of your school packet for families that move into the district during the school year. Delivery of the EO catalog to school sites will be during the month of November.

Please remind parents through your parent newsletters and other communication, that current student applications will be randomized for placement by school selected. Sibling and PISC are given consideration. **All applications must be received between November 1 and February 15.**

Parents may complete and submit an application at any school site. Please **date and time stamp** the application and make a copy or create a log of applications, and forward the application to the Office of Enrollment Options, Eugene Brucker Education Center, Annex 7B. Applications may be faxed (619) 692-0269 or mailed to the Enrollment Options Office, Eugene Brucker Education Center, 4100 Normal Street, Annex 7B, San Diego, CA 92103-2682. The application is on-line and can be filled out and submitted to Enrollment Options electronically. The online feature will be available November 1 – February 15.

If you have additional questions, concerns, or if your school needs additional applications or Enrollment Options Catalogs in any of the five languages please call the Enrollment Options Office at (619) 725-7153.

Sandra Robles
Manager
Office of Enrollment Options

APPROVED:



Rich Cansdale
Chief School Innovation and Choice Officer

SR:jlk

Distribution: Lists B, D, E, and F