

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** August 18, 2017

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

**Brief Explanation:**

In an effort to stabilize 2017-18 enrollment and related master planning for all school sites and district departments, the Neighborhood School and Enrollment Options (NSEO) Office initiated a new online Choice program in PowerSchool. The Choice application window opened on October 3 and closed on November 14, 2016. NSEO facilitated the release of non-resident Choice applicant names to school sites on February 15, 2017. Schools were responsible for contacting and enrolling pupils from the PowerSchool Enrollment Options Seated Lists and completing dispositions by March 10, 2017. Transportation Applications for qualifying new pupils were due to the Transportation Department by May 12, 2017.

Choice applications will continue to be accepted and processed through August 25, 2017 for the upcoming school year. For qualifying students, transportation applications will also continue to be accepted and processed.

The Instructional Facilities Planning Department provided non-resident school grade level projections to the NSEO. 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 NSEO 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, out of district students who applied for Choice *but were not accepted may not be enrolled*. NSEO will provide a list of out of district pupils who were not accepted to each site for cross reference. Enrollment staff should inquire with any out of district family if they applied for Choice first before offering enrollment.
- 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. Students that move and want to remain at the school can do so as long as there is space available. They must apply via Choice for the following school year in order to continue enrollment. There is no priority for these pupils or 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 Inter district Attendance Permit must be completed and on file in the NSEO.
- All pupils who reside out of SDUSD boundaries must have an approved Inter district 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. IAPs are approved by the NSEO Director, and not site administrators.

- International Exchange pupils must be vetted through NSEO.
- Informal School Initiated Placement (SIP) enrollment is now processed through NSEO. Please contact our office for assistance.

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 NSEO hours for the public are 9:00-4:00 p.m. Monday-Friday. General questions concerning this circular should be directed to the NSEO at (619) 260-2410.

Marceline Marques  
Director  
Neighborhood Schools and Enrollment Options Office

APPROVED:



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Chief Business Officer

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Distribution: List B, D, E, F