#### **ADMINISTRATIVE CIRCULAR NO. 54**

Facilities Planning and Construction

#### SAN DIEGO UNIFIED SCHOOL DISTRICT

**Date:** February 10, 2017

**To:** Principals and Vice Principals

Subject: SCHOOL CHOICE STUDENT ENROLLMENT 2017- 18 (MAGNET,

VOLUNTARY ENROLLMENT EXCHANGE PROGRAM [VEEP],

AND OPEN ENROLLMENT PLACEMENT LISTS)

Department and/or

**Persons Concerned:** Principals, Vice Principals, and Enrollment Personnel

**Due Date:** March 10, 2017 (for First Choice lists)

**References:** District Procedure Nos. 6127, 6135, 4262

**Action Requested:** Review Choice Seated List, notify parent(s) of enrollment dates, enroll

students as required by district process, complete Student Assignments

for the 2017-18 school year, and submit Transportation forms.

## **Brief Explanation:**

The Choice application process is now facilitated by PowerSchool, and with this new system are **procedural and terminology changes**, including accessing information in PowerSchool, as well as new **deadlines** that will support more stabilized enrollment, staffing, transportation, and budget.

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 Choice application process.

The priority enrollment period for 2017-18 school choice (Magnet, VEEP, and general Choice) applications closed on November 14, 2016. The Neighborhood Schools and Enrollment Options Office continues to accept applications from students "new" to the district (not yet enrolled) and from students whose families have a change of residence after the application deadline. The Instructional Facilities Planning Department has determined the nonresident target by grade level at each school and shared the information with the school principal. The Neighborhood Schools and Enrollment Options Office uses this target to offer nonresident enrollment at sites. The Transportation Department receives Transportation forms and develops routes for the new school year.

### **Accessing PowerSchool Choice Workspace:**

Sites will be notified when the Choice Seated Lists are available, currently planned for early- to mid-February. School site staff who attended the ERO Choice PowerSchool training in January and February will be able to log into PowerSchool and access the site **Choice Seated List** (formerly known as "Ranked Listing") and conduct **Student Assignment Status** input (formerly known as "Dispositions") per PowerSchool procedures. The Job Aid How to Provide Access to InfoSnap

<u>Enrollment Options</u> was distributed at the trainings. It and other useful enrollment job aids are available online at <a href="https://www.sandi.net/staff/powerschool/enrollment">https://www.sandi.net/staff/powerschool/enrollment</a>.

The Neighborhood Schools and Enrollment Options (NSEO) office contacts parents via US Mail or email *for only the first round* of students offered enrollment. Sites will be able to print copies of the correspondence for students who have been assigned a seat through the PowerSchool School Choice Workspace.

## **Contacting Families:**

Parents/guardians of students who are offered enrollment at their first choice school will receive written notification (email or US Mail) from NSEO shortly after the release of the lists to school sites for both traditional and year-round schools from the NSEO office confirming the offer of enrollment (see timeline below). Parents are instructed in the notification to contact the school to confirm enrollment prior to the March 10 deadline. While parents are given a deadline to contact the school to confirm enrollment, sites must call or send information to welcome parents on their enrollment list, confirm acceptance, process transportation applications if applicable, and advise on how to complete the enrollment process at the school. School procedures for enrollment may not create barriers to the process, and a reasonable timeline for site based enrollment procedures must be provided.

# **Transportation:**

Transportation is limited to students qualified for busing through VEEP, Magnet, or Special Education status. Transportation for VEEP and Magnet is only provided when minimum ridership targets are reached, and only to qualified riders who reside outside of the 5 mile radius limit. The prior practice of "space available" transportation was terminated in 2015-16 and is no longer offered.

Qualified riders who receive Free/Reduced lunch are transported at no cost. Qualified riders who do not receive Free/Reduced lunch may apply for Fee Based Transportation. Information regarding this is available at: <a href="https://www.sandiegounified.org/parents">https://www.sandiegounified.org/parents</a>.

Transportation applications must be included in the enrollment process for those newly identified pupils who qualify. Applications may be downloaded from: <a href="https://www.sandiegounified.org/sites/default/files\_link/district/files/dept/transportation\_/Basic\_Application.pdf">https://www.sandiegounified.org/sites/default/files\_link/district/files/dept/transportation\_/Basic\_Application.pdf</a>.

The application must be completed and submitted to the Transportation Department by May 12, 2017. This will facilitate the timely development of bus routes and ensure that transportation is streamlined for the first day of school. Please double check that all siblings have their transportation status aligned.

# **Grandfathering of Program Improvement School Choice (PISC) Pupils:**

No Child Left Behind legislation and the related Program Improvement effectively ended July 2016; districts were directed to continue PI supports through the current school year. In order to provide minimal disruption to students and families, a grandfathering plan was developed for pupils currently identified and enrolled as PISC.

# **Enrollment Grandfathering:**

Pupils who were *originally enrolled at the current level (elementary, middle, or high school) under PISC* will continue to have enrollment and articulation privileges in the cluster.

# **Transportation Grandfathering:**

Those pupils residing in a VEEP pattern for their particular school must be re-designated as VEEP by site enrollment staff, and will continue to be entitled to transportation. VEEP status is determined by the elementary school of residence. Pupils who do not reside in VEEP patterns will maintain their PISC status and will be grandfathered with transportation privileges through the current level only (elementary, middle, or high school). Upon exiting the current level, these pupils will be re designated as Choice pupils and will have articulation rights, but **will not be entitled to transportation at the next level**. The only exception to this will be younger siblings of grandfathered PISC pupils. The younger sibling of the concurrently enrolled "qualified rider" will also receive transportation until the qualified rider exits the level.

The Transportation Department has notified all PISC elementary and middle level students who will be exiting their current level and for whom transportation services will be terminated. This process will occur annually until all transported pupils originally enrolled under PISC have exited their current level.

High school registration "courtesy buses" for VEEP pupils that are dispatched in late summer will only board students who are enrolled, have applied for transportation, and in possession of their school issued registration packet. Please communicate this clearly to your families.

## Student Assignment Status (formerly known as "Dispositions"):

School site staff who attended the Choice PowerSchool training will be able to log into PowerSchool and access student lists and conduct dispositions per PowerSchool procedures. Job Aids were distributed at the trainings.

It is imperative that staff complete the Student Assignment Status as contacts are made, and by the March 10, 2017 deadline.

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.

Student Assignment Status of first Choice applicants will be closely monitored by NSEO. Designation of "Unable to Reach" must be documented by time, date, and method of contact attempt on the copy with a minimum of three (3) attempts and two (2) methods (ex: phone, and email) to contact.

## **Process for Requesting Additional Names from Wait List:**

Offers of enrollment may be made from a Wait List. As sites receive declines, they may contact our office and request names from the Wait List., and then offer enrollment to students. Wait List candidates must be contacted in order from the list. In order to remain in compliance with CA Education Code for fair and equitable enrollment practices, sites must not bypass names on the list. Additionally, sites must not disclose to parents where their child sits on the waitlist. NSEO will be consistently monitoring site wait lists as well as reports of disclosure of waitlist status for compliance.

After the first Choice school enrollments have been confirmed, the second 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 first Choice school. School sites must contact parents for all other rounds of Choice enrollment until their non-resident capacities are reached.

#### **Enrollment Process Timeline:**

February 15 – March 10, 2017

Choice Seated Lists will be available in PowerSchool. Enrollment staff should log into PowerSchool and follow instructions outlined in the School Choice Management Job Aid. Site staff must contact and 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. Student Assignments of applicants must be recorded online as they are confirmed. **Transportation applications must be provided for new pupils enrolled via VEEP and Magnet.** 

February 10-March 10, 2017

Schools may request names from the First Choice wait list if families who received the first Choice letter decline the offer, and vacancies are created.

See above "Process for Requesting Additional Student Names from Wait List." 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 March 10, 2017.

March 10, 2017

Nation 10, 2017	from the first 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.
March 13, 2017	Release of student names that did not receive their first Choice school will be provided their second Choice school selection for schools that still have space available based on the non-resident targets. No letters are sent to parents from the Neighborhood Schools and Enrollment Options Office. Schools must contact parents in order of placement on the wait list.
March 17, 2017	Release of student names that did not receive their first or second Choice school will be provided their third Choice school selection to schools that still have space available based on the

March 24, 2017 Last day to request additional names from wait lists.

May 12, 2017 Transportation forms for new VEEP and Magnet pupils must be submitted to the Transportation Department.

Through August 25, 2017 Schools that still have space available based on the targets will

be provided the names of late applicants "**NEW to district**" (**not enrolled**) and students whose families have a change of

non-resident targets. No letters are sent to parents from the Neighborhood Schools and Enrollment Options Office. Schools

must contact parents by June 21 to verify enrollment.

Last day for schools to request additional student names

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.
- Wait list candidates must be contacted in order of placement on the list, and not bypassed to offer enrollment to lower ranking wait list candidates.
- Enrollment notification and registration information must be provided in English and Spanish or other languages as required by telephone call or email. Parents must be advised of required documents necessary to complete the enrollment process.
- Staff must be very specific in communications with parents as to the dates by which they must enroll at the site—allowing a reasonable amount of time within the timeline provided.
- Staff must keep a record of all contact dates in the Student Assignment Status Comments field. Completed Student Assignment Status provides the central office with important information that may allow additional student placements at the school.
- Staff must verify student addresses when enrolling students. Occasionally families move in the time period between submitting a Choice application and enrollment. While students

who move are still eligible to enroll, their enrollment status may change. For example, a family may apply under VEEP and may lose VEEP status and need to be enrolled as Choice. 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" (available online at <a href="https://www.sandi.net/staff/neighborhood-schools-and-enrollment-options/related-resources">https://www.sandi.net/staff/neighborhood-schools-and-enrollment-options/related-resources</a>).

- Enrollment staff must ensure that all non-resident pupils are accurately identified in Boundary Exceptions in PowerSchool.
- Only qualifying non-resident pupils may apply for Transportation. Staff may not arbitrarily designate a pupil as VEEP in order to provide transportation. Cross-reference the pupil's address/elementary school of residence with the VEEP pattern for your school in order to confirm qualifying rider status.
- All School Choice ends the Friday before the new school year begins.
- Enrollment may not be offered to pupils already enrolled in their resident school whose families wish to change schools outside of the Choice process. They must be directed back to their neighborhood school.
- Non-resident preschoolers who attended a site preschool may only be enrolled if a Choice application was submitted and the pupil was selected. If there was no Choice application and acceptance, these pupils must be directed to their neighborhood school.
- Pupils enrolled via *informal* SIP (School Initiated Placement) who wish to continue at the current site, may only be enrolled if a Choice application was submitted and the pupil was selected. If there was no Choice application and acceptance, these pupils must be directed to their school of origin or their neighborhood school for next school year.
- Families who moved during the 2016-17 school year or over the summer and did not apply for Choice, and/or were not accepted in the Choice process must be directed to their neighborhood school.
- New students to the district may apply when they arrive and offered enrollment at any school site, on a space available basis. **Offers of enrollment cannot impact allocations**.
- Offers of enrollment should not be made to students who applied but were not selected to your site. Please ask any families who present after the first day of pupil attendance and request Choice enrollment if they already applied to your site. If so, in order to provide equitable enrollment practices they must be directed to their neighborhood school.
   Enrollment Options will be monitoring new family enrollment to ensure that the Choice enrollment process is not being circumvented.

#### **Transfer Process:**

- During the first four weeks of school, neighborhood students may return to their school of
  residence without completing a Transfer Request to Return to Neighborhood School. The
  transfer form is required after the first four weeks. The form is available on the Neighborhood
  Schools and Enrollment Options website at <a href="https://www.sandi.net/staff/neighborhood-schools-and-enrollment-options/related-resources">https://www.sandi.net/staff/neighborhood-schools-and-enrollment-options/related-resources</a>.
- Resident students who move after school begins may remain at the school with principal approval as long as there is space available. They must apply for Choice to be considered for enrollment the next school year. This policy prevents the possibility of families temporarily

locating within the boundaries of a preferred school to secure enrollment, and then moving out of the area.

Questions concerning this circular should be directed to Marceline Marques at (619) 260-2419 or e-mail <a href="marques@sandi.net">mmarques@sandi.net</a>.

Marceline Marques Director Neighborhood Schools & Enrollment Options Office

APPROVED:

Lee Dulgeroff,

Chief Facilities Planning and Construction Officer

Attachments (4)

Distribution: Lists B, D, E, and F

# **San Diego Unified School District**

	, declare that	at I reside at
(Print Name)		
	,, CA City Zip C	
Street	City Zip C	ode
eclare that my Child(ren) live(s) at the address	above.	
(List all children	- Print first and last names)	
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	ws of the State of California that the foregoin	g is t

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	(Fill Name)			
I declare that my Cl	nild(ren) live(s) at the address abo (List all children – Pr		es)	
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# **Transportation Services Department**

4710 Cardin St. San Diego, CA 92111-1417
Phone: 858.496.8460 . Fax: 858.496.8700

# TRANSPORTATION APPLICATION

(TO BE COMPLETED BY SCHOOL STAFF ONLY)

VEEP					SCHOOL:
MAGNET	GNET				LOCATON #:
NEIGHBORH	NEIGHBORHOOD SCHOOLS			SCHOOL YEAR:	
IN TRANSITIO	TRANSITION		STUDENT ID#:		
ALBA	ALBA			DATE OF BIRTH://	
PARENT SIGNATURE ACK	NOWLEDGES TRANSPORA	ATION SERVICES MAY	Y BE SUBJECT TO A	N ANNUAL FEE:	GRADE:
STUDENT: L	ast Name	First Na	me	MI	Home Phone
HOME ADDRESS:	Apt/U	nit #	City	Zip Code	Work Phone
PARENT/GUARDIAN:	Last Name	•	First Name		Cell Phone
	If student needs	s service on a <u>conti</u>	nuing daily basis f	rom other than the al	bove address:
ADDRESS:		Apt/Unit #	City	Zip Code	Telephone
Existing Route/Stop:	AM		P	M	EO
Special Requirements:	WHEELCHAIR	CAR SEAT	OTHER _		
SUBMITTED BY: _					DATE:
				(Phone)	



# **Transfer Request to Return to Neighborhood School**

PART A (to be completed by parent):

Pupil's Name			Birth Date/	Grade:	
Last Current	First	Middle	mm/dd/yy		
	ol of Attendance Resident/Neighborhood School				
Parent/ Guardian Name		Mo	eason for request:  by each out of transportation pattern	/loss of	
Home Address			ansportation		
City/State/Zip			ersonal/Social/Academic Adjustme elow)	ent (specify	
Phone			her (specify below)		
Phone			Tier (Speeding Bellow)		
Specify reason for request:					
I request the above named stud resident/neighborhood school for the space available at the neighborh the end of the school year or until the enrollment criteria and must reapply	ne reason(s) stated. After nood school. I understand the transfer request has b	the first four weeks that the student meen approved by the	s of school the request can only bounds remain in the current school be neighborhood school. The students	be approved if there of attendance until	
Parent/Guardian Signature			Date		
	FOR SCHOOL	AND DISTRICT US	E ONLY		
Part B (to be completed by residen	t/neighborhood school site	<u>e)</u> :			
School site administrators have	/e met with parent/guardia	in to discuss the rea	son for request.		
Part C (Authorized Signature): Res of school and distribute copies as ir					
As the authorized administrator for	the resident/neighborhoo	d school, I recomme	end the following action (check on	e):	
☐ Approval ☐	Disapproval (lack of capa	city at school)			
Authorized Signature		Title	Neighborhood School	Date	

#### SAN DIEGO UNIFIED SCHOOL DISTRICT

# Transfer Request to Return to Neighborhood School (Parent Initiated)

- 1. The Transfer Request to Return to Neighborhood School form is a parent initiated form and must be requested by the parent/guardian. Part A of the form must be completed by the student's parent/guardian and provided to the neighborhood school after the first four weeks of the school year. Students who apply to attend and are enrolled in a School Choice program must submit a Transfer Request to Return to Neighborhood School form to transfer from the program after the first four weeks of school.
- 2. Students who transfer from the program and then wish to return are subject to all eligibility and enrollment criteria.
- 3. This form is only to be used for students requesting return to the neighborhood school. The form is not an enrollment application.
- 4. Parents do not need to complete a form during the first four weeks of school. They can return to the neighborhood school without approval.
- 5. This form is not to be used as a school initiated form to transfer a student. Schools needing to transfer to a school other than their neighborhood school must use the School Initiated Placement (SIP) process or apply for School Choice within allowable time periods.
- 6. Students who are enrolled in a Magnet, Voluntary Enrollment Exchange Program or Open Enrollment program are to remain in the program for each school year they begin, unless it is the first four weeks of the school year or the neighborhood school has room for the student. The only exception to the policy is:
  - > Students who have moved out of the transportation pattern or have no transportation to school must be enrolled in the resident/neighborhood school.

#### **DIRECTIONS** for Parents

- 1. Parent/Guardian completes Part A.
- Submit the transfer form to the student's neighborhood school. The student must remain in the current school until the transfer request has been approved. If transfer request is not approved, the student must remain in the school until the end of the school year.

#### **DIRECTIONS for Schools**

- 1. Review Part A (completed by parent/guardian).
- 2. Principal of neighborhood school determines if space is available for the student to return and discusses with parent. If there is space, the administrator will approve and sign the form. If space is not available, the administrator disapproves the form. It is important that the current school is contacted to release the student before enrollment. Copies should be sent as directed on first page.

# San Diego Unified School District Neighborhood Schools & Enrollment Options Office

# RECEIVING SCHOOLS (REVERSE) VEEP PATTERNS 2016-2017 Middle/Junior High

	M
Receiving	Sending
Correia	Baker
	Balboa
	Burbank
	Emerson/Bandini
	Logan
	Rodriguez
Dana	Baker
	Balboa
	Burbank
	Emerson/Bandini
	Logan
	Rodriguez
De Portola	Adams
	Central
	Cherokee Point
	Euclid
	Franklin
	Hamilton
	Ibarra
	Joyner
	Normal Heights
	Parks
	Rowan
Farb	Adams
	Central
	Cherokee Point
	Euclid
	Franklin
	Hamilton
	Ibarra
	Joyner
	Normal Heights
	Parks
	Rowan
Lewis	Encanto
	Fay
	Horton
	Ibarra
	Johnson
	Logan
	Oak Park
	Rodriguez
	Webster
	11 005101

Receiving	Sending		
Marshall	Birney		
	Central		
	Cherokee Point		
	Euclid		
	Fay		
	Garfield		
	Hamilton		
	Ibarra		
	Marshall		
Marston	Balboa		
	Birney		
	Chavez		
	Emerson/Bandini		
	Garfield		
	Jefferson		
	Kimbrough		
	Sherman		
Muirlands	Carver		
	Euclid		
	Fay		
	Golden Hill		
	Ibarra		
	Kimbrough		
	Logan		
	Rodriguez		
Pacific Beach	Kimbrough		
	Rodriguez		
	Sherman		
	Washington		
Pershing	Chollas/Mead		
	Logan		
Standley	Balboa		
	Chavez		
	Chollas/Mead		
	Porter		
Taft	Adams		
	Central		
	Cherokee Point		
	Edison		
	Normal Heights		

Senior High

Receiving	Sending	Receiving	Sending
Clairemont	Balboa	Scripps Ranch	Baker
010110110	Birney		Birney
	Chavez		Carson
	Emerson/Bandini		Central
	Garfield		Cherokee Point
	Jefferson		Chollas/Mead
	Kimbrough		Clay
	Sherman		Edison
Henry	Baker	$\dashv$	Euclid
	Chollas/Mead		Fay
	Encanto		Garfield
	Fay		Hamilton
	Horton		Ibarra
	Ibarra		Jefferson
	Johnson		Linda Vista
			Marshall
	Logan Oak Park		
			McKinley Porter
	Parks		
	Rodriguez		Rolando Park
La Jolla	Webster	_	Valencia Park
La J011a 	Carver	G	Webster
	Euclid	Serra	Adams
	Fay		Central
	Golden Hill		Cherokee Point
	Ibarra		Euclid
	Kimbrough		Franklin
	Logan		Hamilton
N/ 1'	Rodriguez		Horton
Madison	Audubon		Ibarra
	Boone		Joyner
	Emerson Bandini		Lee
	Freese		Normal Heights
	Fulton		Nye
	Golden Hill		Paradise Hills
	Nye		Parks
	Perkins		Perry
	Porter		Rowan
	Valencia Park		Valencia Park
Point Loma	Baker	<b>University City</b>	Balboa
	Balboa		Bethune
	Burbank		Boone
	Emerson/Bandini		Chavez
	Logan		Cholas/Mead
	Perkins		Freese
	Rodriguez		Marshall
	Sherman		Penn
	Washington		Porter
	<del></del>		Zamorano