

SAN DIEGO CITY SCHOOLS

Date: January 11, 2006

To: Principals and Vice Principals

Subject: CHOICE, MAGNET, VOLUNTARY ETHNIC ENROLLMENT PROGRAM (VEEP), AND PROGRAM IMPROVEMENT SCHOOL CHOICE (PISC) WAIT LISTS FOR SECOND SEMESTER

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

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: Review, notify parent(s), enroll students as required by district process and complete dispositions.

Brief Explanation:

On January 17, 2006, Choice, Magnet, VEEP, and PISC wait lists will be released on-line for schools to access for second semester enrollments. The updated lists will include names of applicants who applied between September 6, 2005, and December 16, 2005. If space is available, schools may offer enrollment to students in the order of the wait list for the second semester. Schools with Program Improvement School Choice (PISC) wait lists must offer enrollment to the students on the list. If you cannot offer to all of the students on the PISC wait list, please contact Sandra Robles at 619-725-7153.

Schools have from January 17 through February 3, 2006, to determine need and offer enrollment for the second semester beginning on February 6, 2006. Secondary students must start at their new school on the first day of the second semester. At the elementary level, students may start once enrollment is completed or by the first day of the second semester.

All sites must access their list(s) on-line. For directions on how to access, print and complete the disposition portion on your list please refer to the Enrollment Options Report publication, which is available on the district web site. Click on the "For District Staff" section of the web site. Scroll to "Technical Support Resources – IT Help Desk" then scroll to "Services Requested Outside the DWA Account Request Form" and click on "Enrollment Options Reports PDF document" publication.

It is important that dispositions are completed as students are offered enrollment. Maintaining your dispositions allows the Enrollment Options office to answer questions regarding your site's wait list. Lists for 2005-06 will no longer be available to update after March 3, 2006. All dispositions must be completed prior to March 6, 2006.

It is important to remember that the students remaining on the wait list will not carry over for the school year starting in September 2006. Please inform parents that students not offered enrollment from your wait list and who remain interested in your school/program must apply for the 2006-07 school year. The following applies to second semester enrollment.

- Students on the Program Improvement School Choice (PISC) list must be offered enrollment before students on Choice and VEEP lists.
- Students must be offered enrollment in the order of the list. Nonresident Choice, Magnet, PISC and VEEP students who have not applied and whose names are not on the list may not be enrolled.
- Calling parents during the workday when they are unavailable is not an adequate attempt to offer enrollment. Schools will be required to offer enrollment to students when it is apparent that little effort was made to contact them and they are still requesting the school.
- Send the Transportation Department a completed transportation application for all new Magnet, PISC and VEEP students who are enrolled.
- Out-of-district students (identified with "OD" after their name) must also have an approved Interdistrict Attendance Permit. Interdistrict Attendance Permits may only be processed by the Enrollment Options Office. Principals may not sign an Interdistrict Attendance Permit.
- A disposition must be completed for each student offered enrollment. The disposition is completed using the pull-down menu on your online list.

Please call Soveida Knowles at (619) 725-7153 with questions or concerns about the information contained in this bulletin.

Sandra Robles
Manager
Office of Enrollment Options

APPROVED:



Geno Flores
Deputy Superintendent

SR:jd

Distribution: Lists B, D, E, and F