

SAN DIEGO CITY SCHOOLS

Date: April 10, 2006

To: Principals and Vice Principals

Subject: CHOICE, MAGNET, VOLUNTARY ETHNIC ENROLLMENT PROGRAM (VEEP), AND PROGRAM IMPROVEMENT SCHOOL CHOICE (PISC) 2006 – 2007 WAIT LISTS AND SENIOR PRIVILEGE

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

Due Date: For the 2006-07 school year

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:

The priority enrollment period for 2006-07 Choice, Magnet, and VEEP applications ended March 15, 2006 and PISC applications ended March 22, 2006.

Students on the Program Improvement School Choice (PISC) wait list must be offered enrollment. Program Improvement (PI), state-monitored and lower achieving Magnet or VEEP receiving schools will not receive a list with students from PI schools prioritized. The lists will be in the same order as in previous years. For assistance in accessing your lists, please call the Enrollment Options staff at (619) 725-5672.

In order to accommodate the district's first priority to seat students from Program Improvement (PI) schools and to comply with the *No Child Left Behind* legislation, wait lists for Choice, Magnet, VEEP, and PISC will be released with the following guidelines on **April 24, 2006**.

Student Enrollment Implementation for VEEP and Choice Schools with PISC Wait Lists

All wait lists have been ranked, please offer enrollment in order from the list for each grade level.

1. Offer enrollment to all PISC students by grade level. If you cannot offer enrollment to all students on the PISC list contact Sandra Robles at (619) 725-7153.
2. Offer enrollment to siblings on all other lists.

3. If additional space is available offer to students on your general VEEP/Choice lists. Maintain VEEP enrollment target numbers before offering to Choice students.
4. If additional space is available after exhausting all lists, then offer out-of-district Choice requests that met the priority deadline.

Student Enrollment Implementation for VEEP and Choice Schools without PISC Wait Lists

All wait lists have been ranked, please offer enrollment in order from the list for each grade level.

1. Offer enrollment to all siblings on all lists first.
2. If additional space is available offer to your general VEEP/Choice lists. Maintain VEEP enrollment target numbers before offering to Choice students. PISC students who have applied to a high achieving VEEP school will automatically be prioritized appropriately on the grade level lists.
3. If additional space is available after exhausting all lists, then offer out-of-district Choice requests that met the priority deadline.

Student Enrollment Implementation for Magnet Schools

All wait lists have been ranked, please offer enrollment in order from the list for each grade level. Magnet schools taking students in the cluster order of 1 through 4 or 4 through 1 remain the same. Magnets schools with little or no resident population (Benchley/Weinberger, Green, Language Academy, Longfellow, Muir Alternative, CPMA, Mission Bay, and SCPA) will take students from all four clusters. The schools take 12 percent from Cluster 1, 15 percent from Cluster 2, 15 percent from Cluster 3, and 58 percent from Cluster 4.

1. Offer enrollment to all continuity and sibling students.
2. Offer enrollment to all general magnet requests following the order on the list for each grade level using high school cluster priorities. PISC students who have applied to a high achieving magnet school will automatically be prioritized appropriately on the grade level lists.
3. If additional space is available offer out-of-district Magnet requests that met the priority deadline.

Parent Notification

Notification to offer enrollment from the first wait list release date through the end of the school year should include two attempts, one via US mail, before completing disposition as "Unable to Reach". Please provide this enrollment offering notification and registration information in English and Spanish. Allow at least ten (10) days from postmark to give parents adequate time to respond. Be very specific in your parent correspondence as to the date they must contact you by. A follow-up telephone call may be necessary. Keep a record of all contact dates on your wait list printed hard copy and complete online dispositions as soon as possible.

Verify Addresses

If a student is currently enrolled in the district, the information in the SIS is assumed to be correct. Enrollment Options staff has attempted to contact every parent who provided an different address on their application. If a student was not in the district student system (i.e. kindergarten student) the

address provided was not verified. **It is important that all addresses are verified when enrolling students.**

If a family has moved from your VEEP or PISC pattern, they should not be enrolled. Magnet schools should also verify the magnet cluster the child resides in before enrolling the student. If a student has moved from the address that placed them in the cluster you are enrolling or if the student has moved out of the district, they should not be enrolled. Notify the Enrollment Options staff of these changes and your list will be updated appropriately.

Enrollment Options Program Policies

At the time of enrollment, request parent signature on the Enrollment Options Program Policies NCR form (**S/P 5595-English; S/P 5596-Spanish**). This policy states that once a student begins attending a school they are considered a resident of that school for the school year. If a parent wishes to transfer their student from a program at the end of the year, the transfer is considered “within timeline”.

Documenting Dispositions

All schools are required to have dispositions completed online for each student offered enrollment. This documents that you have offered enrollment. The Enrollment Options office uses this information for inquiries made by district staff, parents, Board of Education and other communities.

Siblings

To receive sibling priority for Choice, Magnet, or VEEP the application must be received between October 1, 2005 and March 15, 2006, and the sibling must be concurrently enrolled for next year. Applications filed after March 15, 2006, do not receive sibling priority. They are added to the wait list in date/time order. It is important to note: if a student is offered enrollment and has a sibling on the list for another grade level, that sibling does not get sibling priority. The sibling cannot be moved to the top of the list.

Twins, triplets, etc. are given one random number. Therefore, their names should appear together on wait list. Due to differences in achievement levels some do not appear together. Please call Enrollment Options if this occurs.

Senior Student Priority

Senior Student Priority is available only to students in good standing who move during their 11th or 12th grade school year and who remain at the school. The priority allows the student to graduate from the school they have attended without a new 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 district, then an Interdistrict Attendance Permit must be completed and on file in the Enrollment Options Office.

Transportation

A transportation application must be completed for each new Magnet, VEEP, or PISC student enrolled in order to initiate transportation. A packet of transportation forms will be sent to each school. Please return the transportation form to the Transportation Department by June 9, 2006 to assure transportation for September.

Subsequent Lists for Magnet, VEEP, and Choice

Students may continue to apply for Magnet, VEEP, and Choice programs after the priority deadline. Names will be added to the end of the first list in date/time order. The Program Improvement School Choice (PISC) wait list will be updated for the 2006-2007 second semester waitlist. Out of district students (with OOD following their name) will remain at the end of the list below all district students, including those added in date/time order. You may offer enrollment to out-of-district students that have met the March 15 deadline after exhausting your in-district priority wait list.

Concerns and Issues

We realize that changes may occur requiring the need to make adjustments to wait lists. We are happy to work with each school to ensure that everyone is treated fairly and appropriately. Please call Enrollment Options if you feel there is a discrepancy on your list or an issue with which you need assistance at (619) 725-7153.

Sandra R. Robles
Manager
Office of Enrollment Options

APPROVED:



Geno Flores
Deputy Superintendent

SR:spk

Distribution: Lists B, D, E, and F