

SAN DIEGO CITY SCHOOLS

Date: October 5, 2005

To: All Principals, School Secretaries, and Enrollment Personnel

Subject: ENROLLMENT OPTIONS CATALOG FOR 2006/07
SCHOOL YEAR

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

Due Date: Beginning October 1, 2005

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:

In order to assist parents in making informed public school choices, all district families (Grades PK-11) will receive an Enrollment Options Catalog via U.S. Mail. During the month of October the Enrollment Options Catalog (available in English or Spanish) provides information regarding Choice, Magnet, Program Improvement School Choice (PISC), Charter, Voluntary Ethnic Enrollment Program (VEEP), 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 2006/07 school year. The Choice, Magnet, VEEP and PISC program applications are combined into one application located at the end of the catalog.

Schools will receive copies of the new Enrollment Options Catalog (English and Spanish) for office and counselor use. They should also be part of your school packet for families who move into the district during the school year. Delivery to school sites will be during the month of October.

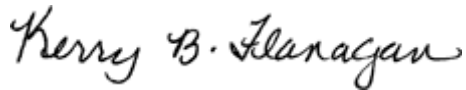
Please remind parents, through your parent newsletters and other communication, that applications submitted between October 1 and March 15 are randomized and receive priority including siblings and PISC. Applications submitted after March 15 are added to the end of the randomized list in date and time order. The PISC application process will close on March 15. Students will not be added to PISC after March 15. Some parents may request an application for a program prior to delivery of the Enrollment Options Catalog to their home. All schools were sent a supply of applications for 2006/07. Beginning October 1, please use only applications dated for the 2006/07 school year, unless a parent is clearly applying for the second semester list of this school year.

The application is also available on the district's web site in the "Enrollment Options" section. The application must be printed, completed by the parent, and then sent to the Office of Enrollment Options – 4100 Normal St., Annex 7B. The application cannot be returned online. Applications may also be submitted to a school site. Please date- and time-stamp the application, maintain a log or file copy and forward via school mail to the Office of Enrollment Options, Eugene Brucker Education Center, Annex 7B.

If you have additional questions, concerns, or your school needs additional applications or Enrollment Options Catalogs, please call the Enrollment Options Office at (619) 725-5672.

Sandra Robles
Manager
Office of Enrollment Options

APPROVED:



Kerry Flanagan
Chief of Staff

SR:jd

Distribution: Lists B, D, E, and F