

SAN DIEGO CITY SCHOOLS

Date: October 21, 2005

To: School Principals at Sites Using Zangle

Subject: NONRESIDENT ENROLLMENT DATA ENTRY

Department and/or

Persons Concerned: Principals, Vice Principals, Secretaries, Counselors, Magnet Resource Teachers, and Student Data Personnel at sites using Zangle

Reference: None

Action Requested: Enter Codes in Zangle.

Brief Explanation:

It is imperative that enrollment information is entered correctly in Zangle. School personnel responsible for entering student data must pay special attention to the coding of students. The codes are used centrally to determine resident and nonresident student identification for articulation, testing, budget allocations, and also for the number of participants in the Voluntary Ethnic Enrollment Program (VEEP), Magnet, Choice and Program Improvement School Choice (PISC) that are prepared for the board and other communities.

For any nonresident student, a boundary exception must be entered on the **Student Editor/Boundary** tab (Attachment 1). You will be prompted to enter a "**Transfer Type**," "**Reason**," and "**Agreement Number**." The **Transfer Type** is the first code and should indicate the primary program that allowed the student to enroll in the school. The **Reason** is the secondary code used if the student has another reason for attending the school. If there is not a second reason, choose **None**. The **Agreement Number** will always be "Ø," then click **Save**. For example, a VEEP student who has moved out of pattern but is continuing in the school, will have a **Transfer Type** of VEEP (VP) and a **Reason** of Move/Continue School Year (4C or 2). The parentheses indicate the previous code that was used in SIS. (Attachment 1 includes Zangle student coding and see p.38 in the Zangle Enrollment handbook for instructions on entering a boundary exception.) The Zangle Enrollment handbook can be found online at both [Zangle Read and Learn](#) and [Enrollment Options Resources](#) websites.

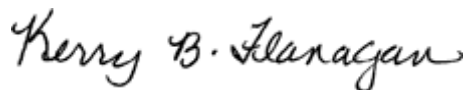
When applicable, VEEP, Magnet, Choice, and PI must be entered as boundary exceptions. Optionally, they are also added as programs allowing students to be identified by the program's associated wingdings. A process is being developed that will keep boundary exceptions and programs in sync. When this process is complete, this "double entry" will no longer be necessary. (See p.52 in the Zangle Enrollment handbook for instructions regarding adding a student to a program.)

Magnet schools should not have students that are coded VEEP (VP) or Choice (CH). Magnet schools accept students through the magnet process and nonresident students should be identified in the **Boundary** tab **Transfer Type** as Magnet/Total School (MS). It is no longer necessary to code all students (resident and nonresident) as magnet students. Students should be coded based on the primary program that allowed the enrollment at the site (e.g. Magnet, Special Education).

For technical assistance, please call the Help Desk (619) 725-7500; for program assistance, please call Office of Enrollment Options at (619) 725-7153.

Sandra Robles
Manager
Office of Enrollment Options

APPROVED:



Kerry Flanagan
Chief of Staff

SR:jd

Attachments (2)

Distribution: Lists B, D, E, and F

San Diego City Schools

ZANGLE CODES FOR NON-RESIDENT PARTICIPATION 2005-06

Transfer Type (Boundary Exception)

Description

-
- Choice Articulated Criteria 3 (G3)
 - Seminar (CH4)
 - Bilingual Transfer (BT)
 - Caregiver Affidavit (CG)
 - Child Care Affidavit (CA)
 - Choice (CH)
 - Overcrowded Facilities (CF)
 - Specialized Course (CH2)
 - Charter Request (CR)
 - Inter-SELPA (IS)
 - Homeless/Temp residence (HM)
 - Move/Continue School Year (4C)
 - Program Improvement School Choice (PI)
 - Magnet /Total school (MS)
 - School Initiated Placement/SIP Council (SC)
 - VEEP (VP)
 - Grandfathered Boundary Chg (G4)
 - Special Education Day Class (4F)
 - Interdistrict Permit (4J)
 - Address Verification Pending (AV)
 - Optional Attendance Area (OA)
 - District-Run School Options (DO)
 - Senior Student-Grade 12 (SR)
 - Employment Interdistrict Permit (EI)

Transfer Reason

Description

-
- None
 - Child Care Affidavit (CA)
 - Move/Continue School Year (4C or 2)
 - Seminar (CH4)
 - Special Education Day Class (4F)
 - Continuing based on previous eligibility (6)
 - Interdistrict Permit (4J)
 - School Initiated Placement/SIP Council (SC)
 - Caregiver Affidavit (CG)
 - Overcrowded Facilities (CF)
 - Homeless/Temp residence (HM)
 - Program Improvement School Choice (PI)
 - Senior Student-Grade 12 (SR)
 - Employment Interdistrict Permit (EI)