

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: June 24, 2011

To: Principals and Vice Principals

Subject: SCHOOL CHOICE STUDENT PLACEMENT 2011-2012
(PROGRAM IMPROVEMENT SCHOOL CHOICE [PISC],
MAGNET, VOLUNTARY ENROLLMENT EXCHANGE PROGRAM
[VEEP], AND OPEN ENROLLMENT PLACEMENT LISTS)

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

Due Date: For the 2011-2012 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) of enrollment dates, enroll students as required by district process, and complete Enrollment Options dispositions.

Brief Explanation:

General Information

The priority enrollment period for 2011-2012 School Choice (PISC, Magnet, VEEP, and Open Enrollment) applications closed on February 15, 2011. Enrollment Options will continue to accept applications for students “new” to the district (not enrolled) and for students whose families have a change of residence address. The Instructional Facilities office, in conjunction with principals, has determined the facility capacity by grade level at each school; Enrollment Options used this information to offer School Choice enrollment at sites.

Parents of students who were assigned their 1st priority school were mailed a letter from Enrollment Options confirming enrollment (see timeline on page 2). Parents are instructed to contact the school to confirm enrollment. It is recommended that sites call or send information to the parents on their lists to reconfirm acceptance and to advise parents of the dates school administrative staff has determined for enrollment at the school. For assistance in accessing your on-line placement (wait) list, please call the Enrollment Options staff at (619) 725-7153.

Should a parent **decline** an enrollment offer, remind the parent that there will be **only** this one offer of enrollment. **It is imperative that sites make disposition notes in the on-line lists as appropriate.**

When the 1st priority placements/acceptances have been confirmed, the 2nd priority placement notifications (then 3rd, 4th, and 5th, based on space available) will be released; the same process for notification and enrollment as described above and below will be repeated. Please note that Enrollment Options only sends letters to students who were initially selected for their 1st choice school.

Process for Requesting Additional Student Names

If additional space becomes available at the site, contact Enrollment Options at 619-725-7153 for additional student names. The request for additional names must include the number of non-resident students desired by grade level. Enrollment Options will release the additional names and advise sites accordingly.

Timeline For Release of Lists

Week of May 16	1st Priority letters were sent to parents and student names were released to sites by Enrollment Options.
Between May 13 – May 31	Schools may request supplemental lists (1st Priority). See above “Process for Requesting Additional Student Names.” No letters are sent to parents from Enrollment Options for the additional names. Parents who received the initial acceptance letter from Enrollment Options must respond by May 27. May 31 is the last day for schools to request additional 1st priority student names.
June 1	Release of student names that did not receive their 1st choice school and are now selected for their 2nd choice school. No letters are sent to parents from Enrollment Options. Schools are required to contact parents.
June 2-5	Schools may request supplemental lists (2nd Priority) if 1 st choice list was exhausted. See above “Process for Requesting Additional Student Names.” No letters are sent to parents from Enrollment Options. Schools are required to contact parents.
June 6	Release of student names that did not receive their 2nd choice school and are now selected for their 3 rd , 4 th or 5th choice school. No letters are sent to parents from Enrollment Options. Schools are required to contact parents.
August 23	Schools that still have capacity will be provided the names of late applicants “new” to the district (not enrolled) and students whose families have a change of residence.

Guidelines for Parent Notification and Student Enrollment

Procedures for notification should not create barriers to the enrollment process.

- Requirements for parents such as attendance at mandatory meetings are not allowed.
- Provide enrollment notification and registration information in English and Spanish or other languages as required with a follow-up telephone call. Advise parents of required documents necessary to complete the enrollment process.
- Be very specific in conversations with parents as to the dates by which they must enroll at the site—allowing a reasonable amount of time within the timeline provided on Page 2.
- Keep a record of all contact dates on the name lists (printed hard copy) and complete online dispositions. Completed dispositions provide the central office with important information that may allow additional student placements at the school.

Other Information

- **Verify Addresses**

If a student is currently enrolled in the district, the information in the SIS and from the applications is assumed to be correct. However, the addresses provided by the families on the applications have not been verified. **It is important that all addresses be verified when enrolling students.** 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.” Students that move are still eligible to enroll.

- **Transportation**

A transportation application must be completed for each new identified Magnet “M”, PISC “P”, or VEEP “V” student you enroll in order to initiate transportation. Transportation applications are available on the district website. Please return the transportation forms to the Transportation Department to assure transportation for September.

Note: Parents of students identified as M, P, or V have received a letter outlining the Transportation Changes for 2010-2011 (see www.sandi.net/enrollmentoptions). Additional information about transportation will follow.

- **Transfer Process**

During the first four weeks of school, students may return to their school of residence without completing a transfer form. The transfer form is required after the first four weeks. The form is available on the Enrollment Options website at www.sandi.net/enrollmentoptions. The new form is not a stock item. Discard any old forms (P/S 5597 - SDCS 03/05).

Questions concerning this circular should be directed to Donis Coronel at (619)725-5655 or e-mail dcoronel@sandi.net or Sandra Robles at (619) 725-7153 or e-mail srobles@sandi.net.

Sandra Robles
Manager
Office of Enrollment Options

APPROVED:

A handwritten signature in cursive script that reads "Sid Salazar".

Sid Salazar
Assistant Superintendent, Instructional Support Services

SR:da

Distribution: Lists B, D, E, and F