

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** April 11, 2014

**To:** Principals and Vice Principals

**Subject:** SCHOOL CHOICE STUDENT PLACEMENT 2014-2015  
(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 2014-15 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 dispositions.

**Brief Explanation:**

All Neighborhood Schools and Enrollment Options first choice enrollment lists are now available to schools and parents. Letters will be mailed to families during the week of April 14, 2014. Copies of the letters will be made available on the web at [www.sandi.net/enrollmentoptions](http://www.sandi.net/enrollmentoptions), click on For Schools: Related Resources and log-in. The Neighborhood Schools and Enrollment Options' office only mails letters via US mail to the **first round** of students offered enrollment.

School site staff can log into the Enrollment Options Reports at SDCS – Support Applications to view the names of students and review the capacity projections for nonresident students. The Enrollment Options Reports program uses the Legacy password from the Mainframe Client Server and not PowerSchool.

**General Information**

The priority enrollment period for 2014-15 school choice (PISC, Magnet, VEEP, and Open Enrollment) applications closed on February 15, 2014. Neighborhood Schools and 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 after February 15, 2014. The Instructional Facilities Planning Office has determined the nonresident projection by grade level at

each school; Neighborhood Schools and Enrollment Options used this information to offer School Choice enrollment at sites.

Parents of students who are assigned their 1<sup>st</sup> priority school will be mailed a letter on April 14 (traditional) and April 29 (year-round) from the Neighborhood Schools and Enrollment Options office confirming the offer of enrollment (see timeline below). Parents are instructed in the letter 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 enrollment list, please call the Neighborhood Schools and Enrollment Options staff at (619) 725-7153 or e-mail [srobles@sandi.net](mailto:srobles@sandi.net).

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

When the 1<sup>st</sup> priority placements/acceptances have been confirmed, the 2<sup>nd</sup> priority placement will be released. The same process for notification and enrollment as described above and below will be repeated. Please note that Neighborhood Schools and Enrollment Options only send letters to students who were initially selected for their 1<sup>st</sup> choice school.

### **Process for Requesting Additional Student Names from Wait List**

If families decline the offer of enrollment, please e-mail [srobles@sandi.net](mailto:srobles@sandi.net) for additional student names from your wait list. The request for additional names must include the number of non-resident students by grade level. Neighborhood Schools and Enrollment Options will release the additional names and advise sites accordingly.

### **Timeline for Release of Lists**

April 14 & April 29, 2014	1st Choice priority letters were sent to parents on April 14 <sup>th</sup> and student names were released to traditional schools. On April 29 <sup>th</sup> , the 1 <sup>st</sup> Choice priority letters were sent for year-round schools.
Between April 11- May 5, 2014	Schools may request additional student names (1st Priority). See above "Process for Requesting Additional Student Names." No letters are sent to parents from Neighborhood Schools and Enrollment Options for the additional names. Parents who received the initial acceptance letter from Neighborhood Schools and Enrollment Options must respond by April 25 for traditional schools and May 5 for year-round schools.
May 6, 2014	<b>The last day for schools to request additional student names from the first choice wait list.</b> If schools do not offer enrollment to all students that requested the school as first choice, no additional student names will be provided.

- May 8, 2014 Release of student names that did not receive their 1st choice school will be provided their 2nd choice school selection. **No letters are sent to parents from Neighborhood Schools and Enrollment Options.** Schools must contact parents. Schools may request supplemental lists (2<sup>nd</sup> Priority) if 1<sup>st</sup> choice list was exhausted. See above “Process for Requesting Additional Student Names for Wait List.”
- May 20, 2014 Release of student names that did not receive their 2<sup>nd</sup> choice school will be provided their 3<sup>rd</sup> choice school selection. **No letters are sent to parents from Neighborhood Schools and Enrollment Options.** Schools must contact parents.
- June - August 2014 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**

School procedures for enrollment must 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 Pages 2-3.
- 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 PowerSchool and from the applications is assumed to be correct. However, the address provided by the families on their application has 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 qualifying for transportation. Transportation applications are

available on the district website at the Transportation Department. Please return the transportation forms to the Transportation Department to ensure transportation for September. Many VEEP and Magnet students also qualify for PISC (Program Improvement School Choice). **Siblings may also be VEEP, Magnet & Choice but qualify for PISC. If the older student qualified for a program, the younger sibling should also qualify.**

- **Transfer Process**

- All school choice ends the Friday before schools begins in the fall. Enrollment of students that applied must be completed by the first day of school, except new students to the district may apply when they arrive and offered enrollment, if there is space.
- During the first four weeks of school, neighborhood 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 Neighborhood Schools and Enrollment Options website at [www.sandi.net/enrollmentoptions](http://www.sandi.net/enrollmentoptions), click on For Schools: Related Resources and log-in.
- Resident students that move after school begins may remain at the school as long as there is space. They must apply for choice to be considered for enrollment the next school year.

Questions concerning this circular should be directed to Sandra Robles at (619) 725-7153 or e-mail [srobles@sandi.net](mailto:srobles@sandi.net).

Sandra Robles  
Manager  
Office of Neighborhood Schools &  
Enrollment Options Office

APPROVED:



Midori Wong  
Director, Office of Special Projects

SR:imt

Distribution: Lists B, D, E, and F