

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: February 6, 2018

To: Principals and Vice Principals

Subject: SCHOOL CHOICE STUDENT ENROLLMENT 2018-19 (MAGNET, VOLUNTARY ENROLLMENT EXCHANGE PROGRAM [VEEP], AND OPEN ENROLLMENT PLACEMENT LISTS)

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

Due Date: March 23, 2018 (Initial Seated Lists)

References: Board Procedure Nos. 5116.1, 5117, District Procedure Nos. 6127, 6135, 4262

Action Requested: Review Choice Seated List, conduct dispositions, notify parent(s) of enrollment dates, enroll students as required by district process, complete Student Assignments for the 2018-19 school year, and submit Transportation forms

Brief Explanation:

This circular outlines the procedures for enrolling students who have applied to attend a school other than their neighborhood school through the annual enrollment options Choice application process.

The priority enrollment period for 2018-19 school choice (Magnet, VEEP, and general Choice) applications closed on November 13, 2017. The Neighborhood Schools and Enrollment Options (NSEO) Office continues to accept applications from students “new” to the district (not yet enrolled) and from students whose families have a change of residence after the application deadline. The Instructional Facilities Planning Department has determined the nonresident target by grade level at each school and shared the information with the school principal. NSEO uses this target to offer nonresident enrollment at sites. The Transportation Department receives Transportation forms and develops routes for the new school year.

Enrollment of Choice pupils is a two part process:

1. Enrollment of pupils initially accepted via Choice aligned with master planning for the upcoming school year through March 23, 2018.
2. Continued enrollment of late Choice applicants who are new to the district as long as space is available and allocations are not impacted, through August 24, 2018.

Accessing PowerSchool Choice Workspace:

Sites will be notified when the Choice Seated Lists are available, currently planned for mid-February. School site staff who attended the ERO Choice PowerSchool training last school year and in early February 2018 will be able to log into PowerSchool and access the site **Choice Seated List** and conduct **Student Assignment Status/Dispositions** input per PowerSchool procedures. The Job Aid [How to Provide Access to InfoSnap Enrollment Options](#) was distributed at the trainings. This Job Aid and other useful enrollment job aids are available online at <https://www.sandi.net/staff/powerschool/enrollment>.

NSEO notifies parents via email if their students have been offered enrollment or have been waitlisted. Sites will be able to print copies of the correspondence for students who have been assigned a seat through the PowerSchool School Choice Workspace. If no email address has been provided, a letter will be sent via U.S. Mail.

Contacting Families:

Parents/guardians of students who are offered enrollment will receive email notification = shortly after the release of the lists to school sites for both traditional and year-round schools, with the exception of the two Language Academies and SDSCPA. **Parents are instructed in the notification to contact the school to confirm enrollment prior to the March 23, 2018 deadline.** While parents are given a deadline to contact the school to confirm enrollment, sites must also call or send information to welcome students on their seated list, confirm acceptance, enter disposition data in PowerSchool, process transportation applications if applicable, and advise on how to complete the enrollment process at the school. School procedures for enrollment may not create barriers to the process, and a reasonable timeline for site based enrollment procedures must be provided.

Parents of pupils who have been waitlisted will also receive email notification. Specific information regarding position on a waitlist will not be released.

Transportation:

Transportation is limited to students qualified for busing through VEEP, Magnet, or Special Education status. Transportation for VEEP and Magnet is only provided when minimum ridership targets are reached, and only to **qualified riders** who reside outside of the 5 mile radius limit. **The prior practice of “space available” transportation was terminated in 2015-16 and is no longer offered.**

Qualified riders who also qualify for Free/Reduced lunch are transported at no cost. Qualified riders who do not also qualify for Free/Reduced lunch may apply for Fee Based Transportation. Information regarding this is available at: <https://www.sandiegounified.org/parents>.

Transportation applications must be included in the enrollment process for those newly identified pupils who qualify, and only for VEEP and Magnet sites. Applications may be downloaded from: https://www.sandiegounified.org/sites/default/files/link/district/files/dept/transportation/Basic_Application.pdf.

The application must be completed by site staff, signed by the parent and staff, and submitted to the Transportation Department by May 18, 2018, for pupils who have already been seated in this preliminary process. This will facilitate the timely development of bus routes and ensure that transportation is streamlined for the first day of school. Please double check that all siblings have their transportation status aligned.

Pupils who are offered enrollment after May 18 must also have applications submitted concurrent and promptly with acceptance of enrollment. Transportation applications must not be held at the site but immediately forwarded to Transportation for inclusion in the route development process. Processing of Transportation applications takes a minimum of 2 weeks. Delaying submission of applications may result in a pupil not being transported at the beginning of the school year.

Grandfathering of Program Improvement School Choice (PISC) Pupils:

No Child Left Behind legislation and the related Program Improvement effectively ended July 2016; districts were directed to continue PI supports through the current school year. In order to provide minimal disruption to students and families, a grandfathering plan was developed for pupils currently identified and enrolled as PISC.

Enrollment Grandfathering:

Pupils who were *originally enrolled under PISC* will continue to have enrollment and articulation privileges in the cluster through 12th grade. **Transportation Grandfathering:**

Secondary pupils originally enrolled as PISC, and also residing in a VEEP pattern for their particular school were re-designated as VEEP by site enrollment staff, and will continue to be entitled to transportation, provided they do not move out of the VEEP pattern. VEEP status is determined by the elementary school of residence (see current VEEP patterns):

https://www.sandiegounified.org/sites/default/files_link/district/files/dept/neighborhood_schools_and_enrollment_options/Updated_Veep_Patterns_2018_2019.pdf

Pupils who do not reside in VEEP patterns will maintain their PISC status and will be grandfathered with transportation privileges through the level enrolled at in 2016-17 (elementary, middle, or high school). Upon exiting that level, these pupils are to be re designated by site enrollment staff as Choice pupils and will have articulation rights, but **will not be entitled to transportation at the next level**. The only exception to this will be younger siblings of grandfathered PISC pupils. The younger sibling of the concurrently enrolled “qualified rider” will also receive transportation until the qualified rider exits the level.

The Transportation Department has notified all PISC elementary and middle level students whose transportation services will be terminated. This process will occur annually until all transported pupils originally enrolled under PISC have exited the level enrolled in for the 2016-17 school year.

High school registration “courtesy buses” for VEEP pupils that are dispatched in late summer will *only board students who are enrolled*, have applied for transportation, and in possession of their school issued registration packet. Please communicate this clearly to your families.

Student Assignment Status/Dispositions:

School site staff who attended the Choice PowerSchool training will be able to log into PowerSchool and access student lists and conduct dispositions per PowerSchool procedures.

It is imperative that staff complete the Student Assignment Status as contacts are made, and **by the March 23, 2018 deadline.**

Should a parent *decline* an enrollment offer, remind the parent that **this is the only offer of enrollment** and that the alternate option will be for the student to continue at his/her current school or neighborhood school.

Student Assignment Status of Choice applicants will be closely monitored by NSEO. **Designation of “Unable to Reach” must be documented online by time, date, and method of contact attempt on the copy with a minimum of three (3) attempts and two (2) methods (ex: phone, and email) to contact.**

Process for Requesting Additional Names from Wait List:

As sites receive declines, they should report the declines by emailing Glenda Howard at gHoward@sandi.net or Marceline Marques at mmarques@sandi.net, request names from the Wait List., and then offer enrollment to students. NSEO will then move waitlisted pupils to the seated list.

Enrollment Process Timeline:

February 23–March 23, 2018 Choice Seated Lists will be available in PowerSchool. Enrollment staff should log into PowerSchool and follow instructions outlined in the School Choice Management Job Aid. Site staff must contact and send information to the parents on their enrollment list to confirm acceptance and to advise parents of how to complete the enrollment process at the school. Student Assignments of applicants must be recorded online as they are confirmed. **Transportation applications must be provided for new pupils enrolled via VEEP and Magnet.**

February 23-March 23, 2018 Schools may request names from the wait list if decline the offer of enrollment and vacancies are created.

See above “Process for Requesting Additional Student Names from Wait List.”

May 23, 2018 Initial Choice enrollment process must be completed. Transportation forms for new VEEP and Magnet pupils must be submitted to the Transportation Department.

Through August 24, 2018 Choice enrollment of late applicants continues. Schools that still have space available based on the targets will be provided the names of late applicants **“NEW to district” (not enrolled)** and students whose families have a change of residence. **New VEEP**

and Magnet Pupil Transportation applications must be forwarded to the Transportation Department as received.

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.
- Enrollment notification and registration information must be provided in English and Spanish or other languages as required by telephone call or email. Parents must be advised of required documents necessary to complete the enrollment process.
- Staff must be very specific in communications with parents as to the dates by which they must enroll at the site—allowing a reasonable amount of time within the timeline provided.
- **Staff must keep a record of all contact dates in the Student Assignment Status Comments field.** Completed **Student Assignment Status** provides the central office with important information that may allow additional student placements at the school.
- **Staff must verify student addresses when enrolling students.** Occasionally families move in the time period between submitting a Choice application and enrollment. While students who move are still eligible to enroll, their enrollment status may change. For example, a family may apply under VEEP and may lose VEEP status and need to be enrolled as Choice. 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” (available online at <https://www.sandi.net/staff/neighborhood-schools-and-enrollment-options/related-resources>).
- **Staff must direct parents of new out of district pupils to obtain an approved Interdistrict Attendance Permit from their resident district prior to the new school year (available online at <https://www.sandi.net/staff/neighborhood-schools-and-enrollment-options/related-resources>).**
- **Enrollment staff must ensure that all non-resident pupils are accurately identified in Boundary Exceptions in PowerSchool.**
- **Only qualifying non-resident pupils may apply for Transportation. Staff may not arbitrarily designate a pupil as VEEP in order to provide transportation.** Cross-reference the pupil’s address/elementary school of residence with the VEEP pattern for your school in order to confirm qualifying rider status.
- All School Choice ends the Friday before the new school year begins.
- **After the commencement of the new school year, enrollment may not be offered to SDUSD pupils already enrolled in their resident school whose families wish to change schools outside of the Choice process. They must be directed back to their neighborhood school.**
- **Non-resident preschoolers who attended a site preschool may only be enrolled if a Choice application was submitted and the pupil was selected. If there was no Choice application and acceptance, these pupils must be directed to their neighborhood school.**
- **Pupils enrolled via Informal School Initiated Placement (ISIP) who wish to continue at the current site, may only be enrolled if a Choice application was submitted and the pupil was selected. If there was no Choice application and acceptance, these pupils must be directed to their school of origin or their neighborhood school for next school year.**

- **Families who moved during the 2017-18 school year or over the summer and did not apply for Choice, and/or were not accepted in the Choice process must be directed to their neighborhood school.**
- New students to the district may apply when they arrive and offered enrollment at any school site, on a space available basis. **Offers of enrollment cannot impact allocations.**
- **Offers of enrollment in the new school year *may be made* to students who applied for Choice but were not selected to your site under the following conditions:**
 - **Name is next in queue on the waitlist**
 - **Pupil is not yet enrolled and has not attended school anywhere else in SDUSD**
 - **There is space available and enrollment will not impact allocations**

Enrollment Options will be monitoring new family enrollment to ensure that the Choice enrollment process is not being circumvented.

Transfer Process:

- During the first four weeks of school, neighborhood students may return to their school of residence without completing a Transfer Request to Return to Neighborhood School. The transfer form is required after the first four weeks. The form is available on the Neighborhood Schools and Enrollment Options website at <https://www.sandi.net/staff/neighborhood-schools-and-enrollment-options/related-resources>.
- Resident students who move after school begins may remain at the school with principal approval as long as there is space available. They must apply for Choice to be considered for enrollment the next school year. This policy prevents the possibility of families temporarily locating within the boundaries of a preferred school to secure enrollment, and then moving out of the area.

Questions concerning this circular should be directed to Marceline Marques at (619) 260-2419 or e-mail mmarques@sandi.net.

Marceline Marques
Director
Neighborhood Schools &
Enrollment Options Office

APPROVED:

A handwritten signature in black ink, appearing to read 'G. Ottinger', with a stylized flourish extending to the right.

Gregory K. Ottinger, Ed.D.
Chief Business Officer

Distribution: Lists B, D, E, and F