

ADMINISTRATIVE CIRCULAR NO. 41
Neighborhood Schools and Enrollment Options

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: January 18, 2019

To: All Principals and Area Superintendents

Subject: PROHIBITION ON INQUIRING AS TO STUDENT CITIZENSHIP

Due Date: **Immediate Distribution**

Action Requested: Destroy Blank Enrollment Forms Containing Box 28 (For students born outside the U.S.); Use Revised 2018-19 PreK-Grade 12 Enrollment Form

Department and/or Persons Concerned: All Principals, Vice Principals, Site Enrollment Staff, Site Webmasters, and Area Superintendents

Reference: Education Code Section 4600

Brief Explanation:

Effective immediately, San Diego Unified School District has been directed to amend the 2018-19 PreK-Grade 12 Enrollment Form by:

- Removing/blacking out information contained in Box 28. *“(For students born outside the U.S., see #15) Was this student born in a foreign country to diplomatic, military personnel or other U.S. citizen, and granted U.S. citizenship? Yes No”*
- Reviewing all enrollment forms submitted for all students **between 2016 to present** and redact the citizenship portion from each individual enrollment form, and
- Removing all references to citizenship and immigration status found in students’ files, including any electronic files

San Diego Unified School District has been informed that the District’s 2018-19 Enrollment Registration form improperly asks about student citizenship status of children attempting to enroll as a prerequisite for enrollment in the District. Therefore, the 2018-19 PreK-Grade 12 Enrollment Form (including the InfoSnap form) will be revised to eliminate Box 28. The new form is available on the district website at: <https://www.sandi.net/staff/neighborhood-schools-and-enrollment-options/related-resources>.

It is important that all new students are provided with the Revised 2018-19 PreK-Grade 12 Enrollment Form. **If your school’s new student enrollment packets are pre-assembled, it is critical that the old enrollment registration forms be pulled and replaced with the new form. Additionally, enrollment forms posted on school webpages should be removed and replaced with the revised form.** NO ONE SHOULD RECEIVE A FORM THAT INQUIRES ABOUT THE CITIZENSHIP STATUS OF CHILDREN. All old forms which contain a box for inquiries on citizenship status of children must be destroyed.

Questions concerning the prohibition regarding national origin of student should be directed to the Neighborhood Schools and Enrollment Options Office at (619) 260-2410.

Marceline Marques
Operations Support Officer
Neighborhood Schools and Enrollment Options Office

APPROVED:

A handwritten signature in black ink, appearing to read "GK Ottinger", is written over a light gray rectangular background.

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

MM:eh

Distribution: List B, D, E, F