

**SITE OPERATIONS CIRCULAR NO. 1009**  
Neighborhood Schools and Enrollment Options

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** September 24, 2018

**To:** All Principals, Vice Principals, Counselors, Site Enrollment Staff

**Subject:** ENROLLMENT OPTIONS ONLINE APPLICATION FOR 2019-20 SCHOOL YEAR

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

**Due Date:** October 1, 2018 through November 13, 2018

**Reference:** Education Code Articles 48209-48209.17, 48980  
Board Policy F-2920, F-2955, H-1800, H-1850, H-2550, H-2575  
Administrative Procedures 4262, 6050, 6125, 6126, 6127, 6128, 6129, 6130, 6131, 6132, 6135

**Action Requested:** Notify parents of Enrollment Options application window and assist parents with online application process

**Brief Explanation:**

The Enrollment Options Online Application will open on October 1, 2018 and close on November 13, 2018. Parents have the opportunity to submit an online Enrollment Options application via the School Choice, Magnet, and Voluntary Enrollment Exchange Program (VEEP), by accessing the district website at [www.sandiegounified.org/school-choice-application](http://www.sandiegounified.org/school-choice-application). The online application is available in English and Spanish and parents may identify up to three (3) schools of Choice.

All district families (Grades TK-11) were sent an Enrollment Options guide in late September via U.S. Mail in order to assist parents in making informed public school choices. Schools will also receive a limited number copies of the new Enrollment Options guide (English and Spanish) for office and counselor use in early October. The catalog promotes enrollment in neighborhood schools, provides information about college and career pathways, and lists all sites in each high school cluster. The catalog also contains information about specialized programs including foreign language programs, Magnet programs(including our STEAM, VAPA, and IB sites), as well as information about VEEP, considerations for Special Ed pupils who need separate settings, and the overall application process.

A robust publicity campaign has been implemented for the Choice window, including news segments and other media releases, as well as, District wide SchoolMessenger messages. Please continue to remind parents and staff through your school website, SchoolMessenger, parent newsletters, and other modes of communication about the online Choice enrollment process. Inform parents that applications submitted through November 13, 2018 are randomized and receive weighted priority including Magnet continuity, currently enrolled siblings, children of employees,

and pupils enrolled in early childhood programs. There is **no benefit to applying early**, but applications must be received between October 1, 2018 and November 13, 2018 to receive priority in the electronic lottery. Applications submitted after the November 13, 2018 will be added to the end of the randomized list in time/date order of submission. Please assist interested parents by having computers available at the school site for the online application process.

Choice applications are required for **all non-resident pupils** wishing to enroll in a school including:

- Incoming younger siblings of currently enrolled Choice pupils
- Pupils who were enrolled as residents and then moved out of a school's attendance area but wish to remain enrolled
- Currently enrolled Choice pupils who originally were accepted as residents of SDUSD, but then moved out of the District boundaries
- Children of employees
- Pupils currently attending a Pre-K program at a site that is not their school of residence
- Pupils currently enrolled in Magnet programs who wish to articulate to a similar program at the next level, if it is not located in the same high school cluster as the current school of enrollment

Choice application are not needed for:

- Resident pupils
- Currently enrolled Choice pupils who have not moved out of the district
- Currently enrolled Choice pupils who reside out of district and have valid Interdistrict Attendance Permits on file, and/or are articulating to the next level within a cluster feeder pattern
- Currently enrolled Choice pupils who are preparing to articulate within the high school cluster to the next level school

We continue to offer the newer priority to employees of the district who wish to enroll their child(ren) in a school located in the high school cluster in which they work. Employees must be a minimum of .5 FTE in the cluster of employment. There is no employee priority outside of the cluster. We also continue to offer priority to pre K children currently attending a program at an elementary site that is not their resident school. Please remind your families and staff about these wonderful opportunities.

Attached is an informational template in English and Spanish that you may revise and personalize for a parent letter, newsletter, or web page posting.

If you have additional questions or concerns, please call the Neighborhood Schools and Enrollment Options office at (619) 260-2410; or email Marceline Marques at [mmarques@sandi.net](mailto:mmarques@sandi.net) or Ernestina Hernandez at [ehernandez@sandi.net](mailto:ehernandez@sandi.net).

Marceline Marques  
Operations Support Officer  
Neighborhood Schools and Enrollment Options

APPROVED:

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

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

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Attachments (2)