

SITE OPERATIONS CIRCULAR NO. 1016

Facilities Planning and Construction

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: October 3, 2016

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

Subject: ENROLLMENT OPTIONS ONLINE APPLICATION FOR 2017-18 SCHOOL YEAR

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

Due Date: October 3, 2016 through November 14, 2016

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:

Beginning October 3, 2016 through November 14, 2016, parents will have the opportunity to submit an online Enrollment Options application via the programs of School Choice, Magnet, and Voluntary Enrollment Exchange Program (VEEP), by accessing the district website at 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.

Additionally, all district families (Grades TK-11) will receive an Enrollment Options catalog via U.S. mail in order to assist parents in making informed public school choices. Schools will also receive copies of the new Enrollment Options catalog (English and Spanish) for office and counselor use. Delivery to school sites is scheduled during the first week of October. The catalog promotes enrollment in neighborhood schools, provides information about college and career pathways, dual language programs, and lists all sites in each high school cluster. The catalog also contains information about district Magnet programs, including our STEAM sites, as well as information about VEEP, and the application process. Please note that the three newly identified recipients of the STEAM Magnet grant (Montgomery Middle, Linda Vista Elementary, and Carson Elementary) are not identified as such in the catalog, but an electronic banner will be viewable online when parents access the application. These schools will also appear in the list of Magnet schools in the online application.

Please remind parents and staff through the principal's parent letter and flyer provided by our department, your school website, SchoolMessenger, parent newsletters, and other modes of communication about the online Choice enrollment process. Be sure to inform parents that applications submitted during the application window are randomized and receive weighted priority including Magnet continuity, currently enrolled siblings, and children of employees. There is no date priority for applications received during the application window. However, applications submitted after the November 14 deadline are added to the end of the randomized list in date and time order. Please assist interested parents by having computers available at the school site for the online application process.

As an added convenience, the district continues to offer priority to employees of San Diego Unified who wish to enroll their child(ren) in a school located in the high school cluster in which they work. This is a practice that was initiated last year, so please be sure to inform your staff of this wonderful opportunity. This priority does not apply to dedicated Magnet schools.

The Choice application window was adjusted this year to be more aligned with the other San Diego County school districts and other large urban school districts. The earlier application window will provide for earlier release of Choice lists to school sites, also providing for more ease of master planning. Additionally, a new and improved, user-friendly application system has been procured by our district through PowerSchool.

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 or Alan Perlman at aperlman@sandi.net.

Marceline Marques
Director
Neighborhood Schools and Enrollment Options

APPROVED:



Lee Dulgeroff
Chief Facilities Planning and Construction Officer

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Distribution: Lists B, D, E, and F