

SITE OPERATIONS CIRCULAR NO. 1009

Facilities Planning and Construction

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 25, 2016

To: Principals, Vice Principals, Counselors and Enrollment Staff

Subject: OPENING OF SCHOOL – SCHOOL CHOICE

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

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: Contact parent(s), enroll students as required before the first day of school.

Brief Explanation:

In an effort to stabilize 2016-17 enrollment and related master planning for all school sites and district departments, the Neighborhood School and Enrollment Options (NSEO) Office facilitated the release of non-resident Choice applicant names to school sites on April 15, 2016. Schools were responsible for contacting and enrolling pupils from the Choice Ranked Listings and completing dispositions by May 15, 2016. Transportation Applications for qualifying new pupils were due to the Transportation Department by June 22, 2016.

The Instructional Facilities Planning Department provided non-resident school grade level projections to the Neighborhood Schools and Enrollment Options Office. The students were placed at schools based on their preference and the school projection by grade level. Once a school reached the projection, no additional students were assigned. NSEO continued to receive applications during the summer months for all school choice programs. Applicants were added in time/date order to each school's enrollment queue where grade level capacity still existed. If you have questions about the non-resident projection that were used to prepare your enrollment list, please see the Capacity List Menu item on the Enrollment Options Report under District Programs or contact Alan Perlman via email at aperlman@sandi.net or Marceline Marques at mmarques@sandi.net.

Please ensure your InfoSnap-pending online enrollments of resident pupils have been processed. It is important to keep the disposition on your school's lists up to date. Staff in the Neighborhood Schools and Enrollment Options Office will be assisting parents looking for school openings during the weeks before school starts. In order to provide parents with accurate information, dispositions must be complete. The disposition is completed by using the pull-down menu on your online Enrollment Options Report menu. It is important to remember the following:

- Students must be offered enrollment **in the order provided by NSEO**. Sites may not skip over pupils.

Non-resident students already enrolled in our district who did **not** apply for Choice and whose names are not provided to sites by NSEO may not be enrolled.

Students who are new to the district or recently moved with new eligibility may apply immediately for consideration at schools that still have space available. Students that move and

want to remain at the school can do so as long as there is space available. They must apply via Choice for the following school year in order to continue enrollment. There is no guarantee of selection.

- Resident students who moved out of a school's boundaries during the spring and summer months must have applied via Choice to continue enrollment at a school in the fall. Their names will be added to the list as they apply. They may be offered enrollment in the order of the list only.
- Child Care Affidavit enrollment must be renewed annually, is subject to available space, the child care facility cannot be on campus, and the resident school's principal must agree to release the pupil. Principals who permit child care affidavit enrollment must re-evaluate each year if there is sufficient space to renew the enrollment. It may not be utilized to circumvent the Choice process.
- Senior Student Priority is available to current 12th grade students in good standing. The priority allows the student to graduate from the school they have attended without an Enrollment Options application. This priority is contingent upon sufficient room in the school, transportation guidelines, and with the principal's approval. If the student moves to another school district, then an Interdistrict Attendance Permit must be completed and on file in the Neighborhood Schools and Enrollment Options Office.
- All pupils who reside out of SDUSD boundaries must have an approved Interdistrict Attendance Permit (IAP) form on file with NSEO. Pupils who move out of district during the school year must have the same form on file, and must reapply via Choice to continue enrollment, and then obtain an additional IAP for the following year. IAPs are approved by the NSEO Director, and not site administrators.
- International Exchange pupils must be vetted through NSEO.

During the first four weeks of school 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 <https://www.sandi.net/staff/neighborhood-schools-and-enrollment-options/related-resources>.

The Neighborhood Schools and Enrollment Options Office hours for the public are 8:00 a.m. - 5:00 p.m. Monday-Friday. General questions concerning this circular should be directed to the Neighborhood Schools and Enrollment Options Office at (619) 260-2410.

Marceline Marques
Director
Neighborhood Schools and Enrollment Options Office

APPROVED:



Lee Dulgeroff
Chief Facilities Planning and Construction Officer

MM:ir

Distribution: Lists B, D, E, and F