

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: February 16, 2021

To: Principals and Vice Principals

Subject: SCHOOL CHOICE STUDENT ENROLLMENT 2021-22 (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 28, 2021 (Initial Seated Lists) through August 27, 2021

References: BPs/ARs 5116.1, 5117

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 2021-22 school year, and submit Transportation forms

Brief Explanation:

The priority application period for 2021-22 school choice (Magnet, VEEP, and general Choice) opened on October 5, 2020 and closed on November 16, 2020. The Neighborhood Schools and Enrollment Options (NSEO) Office continues to accept late applications from students “new” to the district (not yet enrolled), from students whose families have a change of residence after the application deadline, and any other families wishing to apply late. The Instructional Facilities Planning Department determined the nonresident target (Choice number) 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 will receive Transportation forms and will develop routes for the new school year.

There are ten (10) levels of weighted priority in the Choice lottery.

Choice Priorities

1. Magnet continuity
2. Siblings of currently enrolled Choice pupils
3. Children of San Diego Unified employees (.5 FTE or higher and in cluster of assignment)
4. Enrollees in Early Learning (pre K) programs, including 4TK
5. Prior resident (in district)
6. Prior resident (out of district)
7. Concurrent sibling (site and cluster)
8. New to District (from another school system)
9. General Choice for District Resident
10. Out of District

Enrollment of Choice pupils is a two part process:

1. Enrollment of pupils initially accepted via the Choice lottery aligned with master planning for the upcoming school year through March 28, 2021.
2. Continued enrollment of waitlisted and/or late Choice applicants who are new to the district as long as space is available and allocations are not impacted, through August 27, 2021.

Accessing PowerSchool Choice Workspace:

Sites will be notified when the Choice Seated Lists are available, currently planned for late-February. School site staff who previously attended the ERO Choice PowerSchool training (trainings available this February) 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, [click here](#).

Contacting Families:

NSEO notifies parents via email if their students have been offered enrollment or have been waitlisted. **NEW THIS YEAR: Parents will be able to accept or decline an offer of enrollment via a link in the email notification letter. These responses will auto populate as “dispositions” on site’s Choice Seated Lists. Parents are instructed in the email notification to contact the school to begin the enrollment process and are provided a deadline.**

While parents are given a deadline to contact the school to confirm enrollment, sites enrollment staff will need to monitor Choice Seated Lists for activity, and follow up on students’ whose dispositions have not been confirmed. Sites must also contact or send information to welcome students, process transportation applications if applicable, and advise on how to complete the enrollment process. Schools should provide a reasonable timeline (2-3 weeks are recommended) for site based enrollment procedures.

Notification emails will continue to be sent through the end of the school year and over the summer, with updated deadline information. Parents of pupils who have been waitlisted will also receive email notification of their waitlist status. 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. If applicable for 2021-22, Covid constraints will be factored in. **“Space available” transportation is not 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://staff.sandiegounified.org/UserFiles/Servers/Server_27969304/File/Departments/Transportation/Forms%20and%20Information%20for%20Schools/TRANSAP167.pdf.

The application must be completed by site staff, signed by the parent and staff, and submitted to the Transportation Department by May 21, 2021, 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 concurrently enrolled at the same site have their transportation status aligned.

Pupils who are offered enrollment after May 21, 2021 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.

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 2016-17 school year. In order to provide minimal disruption to students and families, a legacy enrollment plan was developed for pupils originally enrolled as PISC. All students originally enrolled under PISC have aged out of and have exited their original level (elementary, middle, high school) enrolled in for the 2016-17 school year, and therefore there will be no further PISC legacy transportation for 2021-22. The Transportation Department has notified all PISC elementary level students whose transportation services will be terminated.

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 have previously attended the Choice PowerSchool training will be able to log into PowerSchool and access student lists and review and/or follow up on dispositions per PowerSchool procedures.

It is imperative that staff ensure that initial dispositions are completed **by the March 28, 2021 deadline**.

In situations where site staff conduct dispositions, should a parent *decline* an enrollment offer in their first choice school, parents should be informed that the only other option will be for the student to

continue at his/her current school or neighborhood school. Offers of a second or third Choice school will not impact a pupil's waitlist status for a higher Choice.

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 requesting names from the Wait List, and then offer enrollment to students. NSEO will then move waitlisted pupils to the seated list. To request additional names, please email NSEO staff for:

Elementary Schools	Alma Diaz, email: adiaz1@sandi.net
Secondary Schools & K-8	Yvonne Torres, email: ytorres@sandi.net
	Carlos Garcia, email: cgarci6@sandi.net

Enrollment Process Timeline:

Late February thru March 28, 2021	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.
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Late February thru March 28, 2021	Schools may request names from the wait list if decline the offer of enrollment and vacancies are created.
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See above "Process for Requesting Additional Student Names from Wait List."

May 21, 2021	Initial Choice enrollment process must be completed. Transportation forms for new VEEP and Magnet pupils must be submitted to the Transportation Department.
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Through August 27, 2021	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
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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 [NSEO 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://staff.sandiegounified.org/departments/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. See current [VEEP patterns for 2020-21](#).
- 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, including a 4TK 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 2020-21 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.**

- **Any previously enrolled Choice pupil who dropped due to Covid must have had an application submitted for 2021-22 and have been accepted in order to enroll at a non resident site. Choice seats were not “saved” due to Covid.**
- **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, under Bulletins and Circulars, [click here](#).**
- **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 via e-mail at mmarques@sandi.net.

APPROVED:

Marceline Marques
Operations Support Officer
Neighborhood Schools &
Enrollment Options Office

MM:eh

Distribution: Lists B, D, E, and F