

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** August 16, 2013

**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 and complete dispositions.

**Brief Explanation:**

Updated school choice enrollment lists will be released to schools on August 20, 2013. All students must be enrolled by the first day, September 3, 2013. Only students new to the district may apply after the school year begins.

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 [www.sandi.net/enrollmentoptions](http://www.sandi.net/enrollmentoptions).

The Neighborhood School and Enrollment Options Office continued to receive applications during the summer months for all school choice programs including Magnet, Voluntary Enrollment Exchange Program (VEEP), Program Improvement School Choice (PISC) and Open Enrollment. Applicants have been added to the bottom of each school's enrollment list where grade level capacity still exists. 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. If you have questions about the non-resident projection being 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](mailto:aperlman@sandi.net) or Sandra Robles at [srobles@sandi.net](mailto:srobles@sandi.net).

School staff may request to have applications received after August 20, 2013, added to their wait lists, if space exists. Please email Sandra Robles at [srobles@sandi.net](mailto:srobles@sandi.net) or Alan Perlman at [aperlman@sandi.net](mailto:aperlman@sandi.net) if you wish to have your wait list released after August 20, 2013. Please provide the grade levels and number of students that are needed. Applications for students already enrolled at other district schools will not be processed. Only new students and students that moved after the February 15 deadline may apply late.

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 Magnet, VEEP, and Open Enrollment 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 of the list**. Non-resident Magnet, VEEP, Open Enrollment, and PISC students who have **not** applied and whose names are not on the list 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. This must apply for the following school year.
- Resident students who moved out of a school's boundaries during the spring and summer months must apply through the Magnet, VEEP, or Open Enrollment process to continue 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.
- Schools must provide parents with adequate time to respond. Schools will be required to offer enrollment to students when it is apparent that little effort was made to contact them and they are still requesting the school.
- Senior Student Priority is available to current 12<sup>th</sup> 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.
- Send the Transportation Department a completed transportation application for new PISC, Magnet and VEEP students as they are enrolled.

The Neighborhood Schools and Enrollment Options Office hours for the public are Noon-5:00 p.m. Monday-Friday. General questions concerning this circular should be directed to the Neighborhood Schools and Enrollment Options Office at (619) 725-7153.

Sandra Robles  
Manager  
Neighborhood Schools and Enrollment Options Office

**APPROVED:**



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Distribution: Lists B, D, E, and F