

SAN DIEGO CITY SCHOOLS

Date: April 14, 2005

To: Principals and Vice Principals

Subject: CHOICE, MAGNET, VOLUNTARY ETHNIC ENROLLMENT PROGRAM (VEEP), AND PROGRAM IMPROVEMENT SCHOOL CHOICE (PISC) WAIT LISTS

Department and/or Persons Concerned: Principals, Vice Principals, Secretaries, and Enrollment Personnel

Due Date: For the 2005-06 school year

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: Review, notify parent(s), enroll students as required by district process and complete dispositions.

Brief Explanation:

The priority enrollment period for 2005-06 Choice, Magnet, VEEP, and PISC applications ended March 15, 2005. In order to provide more options for students from Program Improvement (PI) schools modifications made last year to the wait lists continue for next year. Students on the PISC wait list must be offered enrollment. For assistance in accessing your lists, please call the Enrollment Options staff at (619) 725-5672.

In order to accommodate the district's first priority to seat students from Program Improvement (PI) schools and to comply with the *No Child Left Behind* legislation, wait lists for Choice, Magnet, VEEP, and PISC will be released with the following guidelines on **April 22, 2005**.

- Choice lists will not be released until all PISC and VEEP applicants have been enrolled and dispositions completed. If you cannot offer enrollment to all students on the PISC list contact Sandra Robles at (619) 725-7153.
- Once you have offered enrollment to the students on the PISC list and reached your VEEP enrollment targets, call Enrollment Options (619) 725-5672 for release of the Choice list. Schools that do not receive Magnet, VEEP, or PISC students will be able to access their Choice list on April 22, 2005.

- Magnet schools taking students in the cluster order of 1 through 4 or 4 through 1 remain the same. Magnet schools with little or no resident population (Benchley/Weinberger, Green, Language Academy, Longfellow, Muir Alternative, CPMA, Mission Bay, and SCPA) will take students from all four clusters. The schools take 12 percent from Cluster 1, 15 percent from Cluster 2, 15 percent from Cluster 3, and 58 percent from Cluster 4.
- Program Improvement (PI), state-monitored and lower achieving magnet or VEEP receiving schools will not receive a list with students from PI schools prioritized. The lists will be in the same order as in previous years.

Siblings

To receive sibling priority for Choice, Magnet, or VEEP the application must be received between October 1, 2004 and March 15, 2005, and the sibling must be concurrently enrolled for next year. Applications filed after March 15, 2005, do not receive sibling priority. They are added to the wait list in date/time order. It is important to note: if a student is offered enrollment and has a sibling on the list for another grade level, that sibling does not get sibling priority. The sibling cannot be moved to the top of the list.

Twins, triplets, etc. are given one random number. Therefore, their names should appear together on wait list. Due to differences in achievement levels some do not appear together. Please call Enrollment Options if this occurs.

Verify Addresses

If a student is currently enrolled in the district, the information in the SIS is assumed to be correct. Enrollment Options staff has attempted to contact every parent who provided an address different on their application from the one in the district's student system. If a student was not in the district student system (i.e. kindergarten student) the address provided was not verified. **It is important that all addresses are verified when enrolling students.**

If a family has moved from your VEEP pattern, they should not be enrolled. Magnet schools should also verify the magnet cluster the child resides in before enrolling the student. If a student has moved from the address that placed them in the cluster you are enrolling, they should be moved to the correct cluster and enrolled in order. If the student has moved out of the district, they should not be enrolled. Notify the Enrollment Options staff of these changes and your list will be updated placing the student on the list in the correct place.

Documenting Dispositions

All schools are required to have dispositions completed online for each student offered enrollment before summer break. As soon as VEEP and PISC students are accommodated, Choice lists can be released if dispositions are up to date.

Transportation

A transportation application must be completed for each new Magnet, VEEP, or PISC student enrolled in order to initiate transportation. A packet of transportation forms will be sent to each school. Please return the transportation form to the Transportation Department by June 10, 2005 to assure transportation for September.

Subsequent Lists for Magnet, VEEP, and Choice

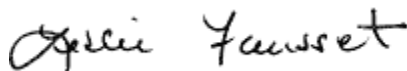
Students may continue to apply for Magnet, VEEP, and Choice programs. Names will be added to the end of the first list in date/time order. The Program Improvement School Choice (PISC) wait list will not be updated. Out of district students (have OOD following their name) will remain at the end of the list below all district students, including those added in date/time order. You may offer enrollment to out-of-district students beginning with the second release of the wait list.

Concerns and Issues

We realize that changes may occur requiring the need to make adjustments to wait lists. We are happy to work with each school to ensure that everyone is treated fairly and appropriately. Please call Enrollment Options if you feel there is a discrepancy on your list or an issue with which you need assistance at (619) 725-7153.

Sandra R. Robles
Manager
Office of Enrollment Options

APPROVED:



Leslie Fausset
Deputy Superintendent

SR:jd

Distribution: Lists B, D, E, and F