

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: February 28, 2008

To: Principals and Vice Principals

Subject: OPEN ENROLLMENT (CHOICE), MAGNET, VOLUNTARY ENROLLMENT EXCHANGE PROGRAM (VEEP), AND PROGRAM IMPROVEMENT SCHOOL CHOICE (PISC) 2008–2009 WAIT LISTS

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

Due Date: For the 2008-09 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 2008-09 Open Enrollment, Magnet, PISC and VEEP applications ended January 31, 2008.

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 Open Enrollment, Magnet, VEEP, and PISC will be released with the following guidelines on **March 03, 2008**.

Student Enrollment Implementation for VEEP and Open Enrollment Schools with PISC Wait Lists

- All wait lists have been ranked, please offer enrollment in the order of the list for each grade level.
1. Offer enrollment to all PISC students by grade level. Schools may not use lack of capacity to deny student's the option to transfer. Even after the district has expended the funds for the required set aside for transportation under Program Improvement (PI) parents must still be provided the option to transfer without transportation. After you have offered enrollment to all students on the PISC lists you may request release of your other wait lists. If you cannot offer enrollment to all students on the PISC list contact Sandra Robles at (srobles@sandi.net) or (619) 725-7153.
 2. Offer enrollment to siblings on all other lists.

3. If additional space is available, offer to students on your general VEEP/Open Enrollment lists. Please maintain VEEP enrollment target numbers before offering to Open Enrollment students.
4. If additional space is available after exhausting all lists, then offer out-of-district Open Enrollment requests that met the priority deadline (January 31).

Student Enrollment Implementation for VEEP and Open Enrollment Schools without PISC Wait Lists

All wait lists have been ranked, please offer enrollment in the order, of the list for each grade level.

1. Offer enrollment to all siblings on all lists first.
2. If additional space is available, offer to your VEEP/Open Enrollment lists. Maintain VEEP enrollment target numbers before offering to Open Enrollment students. PISC students who have applied to a non PI VEEP school will automatically be prioritized appropriately on the grade level lists.
3. If additional space is available after offering enrollment to all students who applied by January 31 lists, then offer out-of-district Open Enrollment requests that met the priority deadline.

Student Enrollment Implementation for Magnet Schools

All wait lists have been ranked, please offer enrollment in the order of the list for each grade level. Magnet schools taking students in the cluster order of 1 through 3 or 3 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 three clusters. These schools take 12 percent from Cluster 1, 30 percent from Cluster 2, and 58 percent from Cluster 3.

1. Offer enrollment to all continuity and sibling students.
2. Offer enrollment to all magnet requests following the order on the list for each grade level using high school cluster priorities. PISC students who have applied to a non-PI magnet school will automatically be prioritized appropriately on the grade level lists.
3. If additional space is available, offer out-of-district Magnet requests that met the priority deadline.

Parent Notification

Notification to offer enrollment from the first wait list should begin in March and go through May. The notification should include two attempts, one being by the US mail before completing disposition as "Unable to Reach." Procedures for notification should not create barriers to participation. Requirements such as attendance at mandatory meetings is not allowed. Parents should be able to communicate their choice in a variety of ways including email or fax. Please provide enrollment notification and registration information in English and Spanish. Allow at least ten (10) days from postmark to give parents adequate time to respond. Be very specific in your parent correspondence as to the date by which they must contact you. A follow-up telephone call may be necessary. Keep a record of all contact dates on your wait list (printed hard copy) and complete online dispositions as

soon as possible. Completed dispositions provide the central office with important information. This data is used to produce reports and to answer parent questions about enrollment.

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 a different address on their application. The address provided by the family has not been verified. **It is important that all addresses be verified when enrolling students.**

If a family on the wait list has moved from your VEEP or PISC pattern, they should not be enrolled. Notify the Enrollment Options staff (619) 725-5672 of these changes and your list will be updated appropriately.

Enrollment Options Program Policies

At the time of enrollment, request parent signature on the Enrollment Options Program Policies NCR form (**S/P 5595-English; S/P 5596-Spanish**). This policy states that once a student begins attending a school they are considered a resident of that school for the school year. If a parent wishes to transfer their student from a program at the end of the year, the transfer is considered “within timeline.” The transfer allows them to return to their resident school.

Documenting Dispositions

All schools are required to have dispositions completed online for each student offered enrollment. This documents that you have offered enrollment. The Enrollment Options office uses this information for inquiries made by district staff, parents, Board of Education and other communities.

Siblings

To receive sibling priority for Open Enrollment, Magnet, or VEEP, the application must be received between October 1, 2007 and January 31, 2008, and the sibling must be concurrently enrolled for next year. Applications filed after January 31, 2008, 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.

Senior Student Privilege Priority

Senior Student Privilege Priority is available only to students in good standing (students who are on schedule to graduate) that move during their 11th or 12th grade school year and remain at the school. The priority allows the student to graduate from the school they have attended without a new

Enrollment Options Application. If the student moves to another district, then an Interdistrict Attendance Permit must be completed and on file in the Enrollment Options Office.

Seminar Program

The application process for seminar is no longer available. Every cluster will have a seminar program to serve students residing in the cluster. When seminar students are identified they will be provided the name(s) of the identified school(s) for which they are eligible. Parents have been asked to notify the school of their intent to enroll by the following dates:

High School – February 8
Middle School – February 22
Elementary School – May 9

This allows for the majority of the GATE testing to be completed.

Out of District Students

Students who reside out of the San Diego Unified School District's boundary have been added to the end of the wait list. If you have space available, please offer enrollment to the students who have applied by the January 31 deadline. It is not necessary to wait for additional wait lists. Once the student is accepted and enrolled, have the parent secure an interdistrict attendance permit by starting in their district of residence. We welcome students from outside the district into our schools that have capacity.

Transportation

A transportation application must be completed for each new Magnet, VEEP, or PISC student enrolled in order to initiate transportation. Transportation applications are available on the district website. Please return the transportation form to the Transportation Department by June 6, 2008 to assure transportation for September.

Subsequent Lists for Magnet, VEEP, and Open Enrollment

Students may continue to apply for Magnet, VEEP, and Open Enrollment programs after the priority deadline. Names will be added to the end of the first list in date/time order. Out of district students (with 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 who have met the January 31 deadline ahead of district late applicants.

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.

Robert Stein
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Office of School Choice

Sandra Robles
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Office of Enrollment Options

APPROVED:



Geno Flores
Deputy Superintendent

SR:spk

Distribution: Lists B, D, E, and F