

ADMINISTRATIVE CIRCULAR NO. 85
Office of the Deputy Superintendent

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: March 25, 2008

To: Elementary, Middle, Atypical, Charter School Principals

Subject: OCILE PARTICIPATION SCHEDULE 2008-09

**Department and/or
Persons Concerned:** Principals, Vice Principals, and OCILE Site Contact Staff

Due Date: April 11, 2008

Reference: None

Action: Complete and return the attachment by due date.

Brief Explanation:

The scheduling of the 2008-09 Off-Campus Integrated Learning Experiences (OCILE) Program for Old Town, Balboa Park, and Palomar Outdoor School will begin soon. Your input is requested to better accommodate your school's needs.

Please consider your plans for next year and note on the attachment any special requests you have for your students' participation. The primary criteria used for grouping the schools are the ethnic and gender balance, along with the size of the groups attending each program. Other criteria utilized in development of the schedule are calendar considerations, equitable rotation during the STAR test window, and the needs and preferences of sites. We will make every effort to accommodate each school's requests. With this in mind, please know that sites may not always receive the requested date(s).

Complete the attachment and return to Curriculum and Instruction/OCILE, Eugene Brucker Education Center, Room 2116, Attention: Adele Beck, or fax to (619) 725-7707 by April 11, 2008. Please direct any questions to Adele at (619) 725-7234.

Jennifer Cheatham
Executive Director
Curriculum and Instruction

APPROVED:



Geno Flores
Deputy Superintendent

JC:ab

Attachment

Distribution: Lists B, D and E

San Diego Unified School District
Office of the Deputy Superintendent
Curriculum and Instruction - OCILE

**OCILE SPECIAL REQUEST FORM FOR SCHOOL SITES
2008/2009**

PLEASE PRINT:

School _____ Loc. # _____ Phone _____

Principal _____ Email _____

OCILE Site Contact _____ Email _____

Program Improvement School? Y N What Year? _____

Calendar: Traditional Year Round (circle one)

Would you prefer all grades to be scheduled the same week if possible? Yes ___ No ___

Do you have any seasonal concerns? _____

Do you have any special requests you wish to have considered? _____

Our school would like to request the following week(s) be considered for participation by our students for the reason stated. I am aware that our request may not be accommodated due to conflicting scheduling requirements.

Old Town/week of: _____ Reason _____

Balboa Park/week of: _____ Reason _____

Camp Palomar/week of: _____ Reason _____

Principal's Signature

Date

**RETURN BY: APRIL 11, 2008
To: Adele Beck
Eugene Brucker Education Center, Room 2116
Curriculum and Instruction
(619) 725-7234 Fax: (619) 725-7707**