

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** October 30, 2008

**To:** All Principals, School Secretaries, and Enrollment Personnel

**Subject:** SIGNIFICANT CHANGES TO ENROLLMENT OPTIONS  
APPLICATION PROCESS AND PLACEMENT FOR 2009-2010  
SCHOOL YEAR

**Department and/or  
Persons Concerned:** Principals, Vice Principals, Counselors, Secretaries,

**Due Date:** November 1, 2008 – February 15, 2009

**Reference:** Education Code Articles 48209-48209.17, 48980  
Board Policy F-2920, F-2955, H-1800, H-1850, H-2550, H-2575  
District Procedures 4262, 6126, 6127, 6135

**Action Requested:** Provide application process and placement changes to parents

**Brief Explanation:**

On November 1, 2008, the Enrollment Options office will begin to accept applications for the 2009-10 school year. The single application is used for all School Choice Options (Magnet, Voluntary Enrollment Exchange Program [VEEP], Open Enrollment, and Program Improvement School Choice [PISC]) programs.

The three significant changes to the Enrollment Options application process for 2009-2010 are outlined as follows:

- Parent/guardian completes the 2009-2010 application by prioritizing schools in a 1, 2, 3 order of preference. The Office of Enrollment Options will place students in order at school sites on a space available basis. There will be only one offer of enrollment per student based on the parent/guardian's designated priority.
- For all current SDUSD students, applications **must be received** in the office of Enrollment Options between **November 1, 2008 – February 15, 2009** to be considered for placement in 2009-2010.
- Applications received after February 15, 2009, will only be accepted for either students "new" to the district (not enrolled) or for families who have a verified change of residence address after this date. These applications will be prioritized by date and time received and placement made on a space available basis.

The 2009-2010 Enrollment Options catalog includes an application; the catalog will be mailed to every family in the district in late November. The 2009-2010 application is available online at [www.sandi.net](http://www.sandi.net) > *Enrollment Options*. It may be filled out and submitted between November 1 – February 15 either electronically or downloaded and completed. The Office of Enrollment Options cannot accept any “doctored” applications from previous years.

It is critical that schools assist with the notification of these changes in bulletins, letters, and other communications provided to parents. In particular, parents need to be aware of the need for prioritizing schools and the application deadline. Updated posters and suggested dialogue will be provided by the Office of Enrollment Options. The Enrollment Options office is planning Enrollment Fairs, School Tour Days, and informational meetings at schools throughout the district—information will follow.

Questions concerning this circular should be directed to the Office of Enrollment Options at (619) 725-7153.

Sandra Robles  
Manager  
Office of Enrollment Options

APPROVED:



Rich Cansdale  
Chief School Innovation and Choice Officer

SR:jlk

Distribution: Lists B, D, E, and F