

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: January 9, 2009

To: Principals and Vice Principals

Subject: SECOND SEMESTER WAIT LISTS FOR OPEN ENROLLMENT (CHOICE), MAGNET, VOLUNTARY ENROLLMENT EXCHANGE PROGRAM (VEEP), AND PROGRAM IMPROVEMENT SCHOOL CHOICE (PISC)

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

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:

On January 12, 2009, Open Enrollment, Magnet, VEEP, and PISC wait lists will be released on-line for schools to access for second semester enrollments. The updated lists will include names of applicants who applied between September 2, 2008, and December 19, 2008. If space is available, schools may offer enrollment to students in the order of the wait lists for the second semester for Open Enrollment, Magnet, VEEP, and PISC.

Schools have from January 12 through January 30, 2009, to determine need and offer enrollment for the second semester beginning on February 2, 2009. Secondary students must start at their new school on the first day of the second semester. At the elementary level, students may begin once enrolled or by the first day of the second semester.

It is important that dispositions are completed as students are offered enrollment. Maintaining the **dispositions** in "Enrollment Options Reports" allows the Enrollment Options office to answer questions regarding your site's wait list. The disposition is completed using the pull-down menu on your online wait lists. If you need assistance accessing your wait list please contact the Enrollment Options office. Wait lists for 2008-2009 will no longer be available for sites to update after March 2, 2009. All dispositions must be completed prior to March 2, 2009.

As a reminder, students remaining on the wait list will not be carried over for the school year starting in September 2009. Please inform parents that students not offered enrollment from your wait list and who remain interested in your school/program must apply for the 2009-2010 school year. The following applies to second semester enrollment:

- Students must be offered enrollment in the order of the list. Nonresident students who have not applied and whose names are not on the list may not be enrolled. However, students new to the district may be offered immediate enrollment if space is available and no names remain on the wait list for grade level requested. Parent may complete an Enrollment Options application at the site for a non-resident student.
- Please begin calling parents to offer enrollment as soon as the wait lists become available on January 12, 2009. As many parents work, school staff should make every effort to call parents using all phone numbers listed. Please extend every courtesy to parents when offering enrollment. If necessary, leave a detailed phone message that includes the name of caller, school name, name of student and grade level for which enrollment is being offered, request for a call back by a specific date, phone number and extension for a callback, and the time and date of the call. It is not acceptable to wait until the last possible day to offer enrollment and to expect an answer by the end of the same day. Schools may be required to offer enrollment to students if it becomes apparent that little effort was made to contact parents and parents are still requesting the school.
- Send the Transportation Department a completed transportation application for all new Magnet, VEEP and PISC students who are enrolled.
- If you offer enrollment to an out-of-district students (identified with "OD" after their name), the student must have an approved Interdistrict Attendance Permit. Principals should **not** sign Interdistrict Attendance Permits. Interdistrict Attendance Permits may only be processed (signed) by the Enrollment Options office.

As a reminder, for students currently enrolled in SDUSD, the School Choice Application deadline for 2009-2010 academic school year is February 15, 2009. It is critical that schools assist with the notification of families regarding this change. It is important to include notification in bulletins, letters and other communications provided to parents. Each site was sent posters for display. Contact Enrollment Options if your site needs more catalogs. **Please remind parents that in order to receive sibling priority, Program Improvement School Choice (PISC), continuity (Magnet theme), elementary GATE cluster (Open Enrollment), or high school specialized course priority (Open Enrollment), the deadline is February 15, 2009. Parents are limited to five choices in 2009-2010 and must prioritize their choices.**

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

Sandra Robles
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Office of Enrollment Options

APPROVED:



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Distribution: Lists B, D, E, and F